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|  |  | **JOB DESCRIPTION****ADMINSTRATOR****www.nevislandscape.co.uk** |

**Immerse yourself in the mountains, rivers, and native woodlands of**

**Ben Nevis and Glen Nevis and play a key strategic role in caring for this landscape of massive proportions and breath-taking grandeur.**



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| **SALARY:** | £20,000 (£15,000 pro rata) |
| **LOCATION:** | Fort William |
| **TERM:** | 2 year contract (with potential to extend) |
| **HOURS:** | The Nevis Landscape Partnership offer a flexible 3-day working week (22.5 hours / week) with occasional weekend/out of hours working as required by the activities of the organisation. |
| **ANNUAL LEAVE:** | 28 days (24 days pro rata) per year to include all public holidays |
| **PENSION:** | 5% Employers Contribution |
| **CLOSING DATE:** | **Monday 28th November 2022** |
| **INTERVIEW DATE:** | **Wednesday 30th November 2022**  |

Ben Nevis, Britain’s highest mountain, sits within the Ben Nevis and Glen Coe National Scenic area, with Ben Nevis and large parts of Glen Nevis also being a Site of Special Scientific Interest. The area is a beacon to all who seek adventure, exploration, nature, geology, and culture. Whatever your adventure, you will find it living and working in the Outdoor Capital of the UK.

<https://www.youtube.com/c/NevisLandscapePartnership/videos>

Founded in 2002 to care for the natural and cultural heritage and wild land areas of Ben Nevis and surrounding landscape, the Nevis Landscape Partnership promotes thoughtful access, enjoyment, and appreciation of Ben Nevis and Glen Nevis, by working in partnership and cooperation with the landowners and stakeholders in the area. The Nevis Landscape Partnership offers an attractive salary and progressive and flexible working conditions, ensuring a great work / life balance.

This is an exciting opportunity for a dynamic and motivated individual to play a key role in the Nevis Landscape Partnership providing administrative support to the NLP Board and Team.

**TASKS AND RESPONSIBILITIES**

**General administration of all aspects of the Nevis Landscape Partnership including:**

* Management of records and archiving
* Manage stationery and office supply orders
* Manage premises issues
* Manage Board Register and associated administration
* Organise hospitality arrangements for all meetings/visitors
* Arrange, service and minute meetings at all levels
* Prepare agendas, collate and circulate data and reports ahead of meetings
* Liaise with NLP team to collate data and prepare reports for meetings at all levels
* Provide administrative support for NLP team
* Manage vehicle licencing, book in for repairs, MOT etc
* Oversight of the Annual timetable to ensure all items are actioned and renewals are made on time.
* Liaise with staff from the Nevis landscape Partnership member groups/organisations
* Liaise with public on general matters relating to Ben/Glen Nevis etc
* Attend and represent Nevis Partnership at Events
* Website and social media maintenance
* Other tasks required by the Partnership Programme Manager

**Financial Administration**

* Set up payments of invoices on online banking
* Deal with cash handling and banking
* Recording all financial transactions on SAGE and in-house trackers
* Carry out Monthly bank reconciliation
* Produce monthly cashflow
* Liaise with Accountants for annual accounts and external audits.
* Stock management and raise invoices for goods and services

**Human Resources**

* Liaise with wages service to ensure wages book and pension plan is correct
* Process expenses claims
* Manage employment information
* Manage flexi and annual leave trackers
* Assist with recruitment

**Funding**

* Assist with funding applications and reports
* Prepare and make grant claims
* Assist with monitoring the progress of projects and liaise with project managers

**PERSON SPECIFICATION**

The successful candidate will need to demonstrate that they have the majority of the following skills, experience or knowledge.

* Excellent written and spoken English, to Standard Grade/GCSE C or above
* Good communication skills on phone, in person and in writing
* A clear understanding of the confidentiality of some aspects of this role
* Experience of minute taking
* Good IT skills to CDL level, including Word, Excel, email, internet, PowerPoint, website maintenance and image handling
* Experience of Sage to Entry/Level One training as a minimum
* Competence with figures/money handling, to Standard Grade/GCSE C or above
* Knowledge of requirements for day to day office management
* Some knowledge of outdoor/environmental/visitor issues will be required, particularly of Nevis
* Commitment to the Nevis Partnership ideals
* Experience of supporting project teams
* Experience of making grant claims with the ability to understand the requirements of the grant-giving body and to be able to act under some supervision
* Experience of preparing reports, such as basic financial reports, with the ability to prepare more detailed reports of other types under supervision
* A full, valid driving licence.

The experience or skills described above must be supported by appropriate further education, or by equivalent work experience.