

Projects Administrator

JOB TITLE:	Projects Administrator, GWCT Allerton Project
TYPE OF APPOINTMENT:	Part-time, permanent
RESPONSIBLE TO:	Assistant Manager
LOCATION:	Allerton Project, Loddington
HOURS OF WORK:	22.5 hours per week over 3-5 days. Annual leave allowance is based on 22 days plus public holidays for FTE.
SALARY:	£14-15k depending on experience for 22.5hrs a week

Job Purpose

We are seeking a competent administrator to effectively co-ordinate the varied functions of the Allerton Project. The role involves close liaison with the five principal departments which make-up the work of the Project. The role will include coordinating the booking and providing administrative support of our training courses and events as well as supporting the team and organisation with a wide range of tasks.

Partnerships

The successful applicant will be expected to work with key partners which include:

- The Allerton Team
- BASIS Training organisation
- Local groups wanting to visit the project

Our vision

The Allerton Research & Educational Trust (ARET) aka The Allerton Project is a nationally important research and demonstration farm that researches the effects of different farming methods on wildlife and the environment, sharing results of our research through advisory and educational activities. Much of this is undertaken on our 320-hectare demonstration farm based in Leicestershire, with outreach activities also carried out on-line and elsewhere.

We identify management that delivers multiple benefits for our rural landscape. Our work covers natural capital accounting, Environmental Land Management and regenerative farming systems. From soil and water to woodland and farmland habitats that increase biodiversity, our aim is to develop farming and land management systems that are resilient to economic and environmental shocks. Our own research team collaborates with other research organisations and co-supervises numerous PhD and MSc projects.

Visitors to the Project include businesses, policy makers, non-government organisations, regulators, farmers, advisors, students and schools. We have several initiatives that involve the local community to help improve a shared understanding of agricultural and environmental issues. In essence, the Allerton Project is an award winning, pioneering blueprint for future rural landscapes. Arable cropping and livestock enterprises sit alongside woodland, wetland and other environmental habitats. The Project is noted for developing scientifically validated solutions to a range of agricultural and land management conflicts, including wildlife, game management, soil health, carbon accounting and water quality. We are leaders or partners in many public and privately funded initiatives with a number of international corporations as our clients.

The Allerton Project has a well-established environmentally sustainable training and visitor facility attracting over 2,000 delegates and visitors a year. The project delivers comprehensive training programme such as the BASIS Certificate in Sustainable Land Management as well as numerous bespoke packages.

Who will you be working with?

Key members of The Allerton Project Team

- Alastair Leake (Project Director)
- Alice Midmer (Assistant Manager)
- Joe Stanley (Head of Training and Partnerships)
- Oliver Carrick (Farm Manager)
- Chris Stoate (Head of Research)
- Jemma Clifford (Partnerships and Communications Manager)

Key Accountabilities and Responsibilities

1	First point of contact for visits and training courses – telephone, email, correspondence. Accepting bookings and passing invoicing information to the Finance Officer. Ascertaining group sizes, identifying staff required, providing cost estimates for events.
2	Close diary management for visits, staff and room availability. Overseeing the setting up of meeting rooms, including projection equipment & ensuring enough chairs, tables, etc. available and in the correct layout for the event in hand.
3	Preparing and distributing programmes /agendas and clothing requirements for visits. Distribution of literature, hand-outs and training materials in advance of events where required.
4	Dealing with transport and accommodation enquiries from visitors
5	Liaising with cleaners to ensure training rooms, kitchens and toilets are serviced to meet the use schedule. Ordering and maintaining kitchen and cleaning supplies.
6	Setting out refreshments, collecting up, loading and unloading dishwasher.
7	Close liaison with caterers on timings and type of food provided, including advance notice of specific dietary requirements.
8	Directly assisting with the running of larger events and open days both at Allerton and offsite (such as Cereals and Groundswell stands)
9	Following up visits, feedback and correspondence; letters of thanks.
10	Passing details of invoicing for fees and donations to the Finance Officer
11	Helping to ensure that all Health & Safety aspects of events and facilities are met.
12	Assisting wider project team with arranging meetings and travel arrangements and hotel bookings where necessary
13	Maintain and update pages on the website, blogs and photos.
14	Answering phones and directing enquiries
15	Responsible for working with BASIS and head office to organise bookings, administration and enquiries relating to all training activities at the Project, including preparation of resources and liaising with candidates.

16	Conducting organisation of the shoot admin for the head office accounts team in regard to wages.
17	Day to day management of the Visitor Centre and requirements
18	Overseeing and managing the new visitor pods. Taking bookings, managing the calendar and requirement. Overseeing and organising changeovers.

Person Specification

1	Strong administrative skillset, organised with high attention to detail.	Essential
2	A team player; approachable, flexible, engaging, enthusiastic, cheerful disposition and welcoming to all.	Essential
3	Flexible and adaptable, willing to work with a range of members of the team to improve ensure the efficient running of the Allerton Project	Essential
4	Competent in using Microsoft Word, excel, teams, outlook etc.	Essential
5	Ability to communicate effectively in person, on the phone and email with a wide range of people	Essential
6	Genuine interest in improving and developing conservation at Allerton and communicating this with others	Essential