

## Person and Job Specification

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**Closing date for applications: 17:00 Friday 22 April 2022**

## 1 Background to the Trust

Vincent Wildlife Trust (VWT) is a specialist mammal research and conservation charity working on threatened carnivores such as pine martens and stoats, and rare bats. Our work is focused in Britain, Ireland and, increasingly, continental Europe.

More detailed information is available on our website [www.vwt.org.uk](http://www.vwt.org.uk)

## 2 Job Description

Salary	£20,800 per annum pro rata (two-year fixed term contract with possibility of extension)
Location of Job	Bronsil Office, Eastnor
Responsible to	Operations Manager
Job Purpose	Support the Operations Manager to ensure the smooth running of the Bronsil office and the wider VWT organisation.

### Main Duties

- Answering phones/door and fielding enquiries, ensuring queries are passed on accurately and according to priority.
- Track staff movements on the Movements sheet, updating as required.
- Pull together a comprehensive inventory of VWT equipment from various spreadsheets, finance lists, physical checks in the stock room and researching equipment held in the field. Research current kit value online. Maintain records in such a way as to make it easy to record loan and return of equipment. Apply asset tags where required, ordering as needed.
- Organise storage to make it easier for staff to store and locate their equipment and materials. Includes stationery, filing, literature and equipment.
- Shredding of obsolete paperwork.
- Progress and chase updates required from staff.
- Book training for staff with providers as required. Assist with training tracking process.
- Monthly fire and quarterly wiring inspections.
- Organise servicing of fire extinguishers and upgrade of first aid packs.
- Ordering of office supplies.
- Calendarise qualification renewal dates and follow up on renewals.
- Deal with incoming mail and parcel deliveries.
- Organise outgoing mail and parcel deliveries; drop cheques at the post office.
- Keep literature stocks and display tidy and up to date.
- Weekly vehicle checks; arranging servicing and MOTs as required.
- Day-to-day liaison with our landlord regarding repairs, servicing and maintenance; dealing with cleaners, utility and recycling company, etc.
- General housekeeping tasks, including maintaining COVID cleaning protocols as required.
- Occasionally dropping kit to our IT provider in Hereford.
- Organising staff and visitor meetings, arranging catering and accommodation as required.

## Other Duties

### Office, training and personnel

- To attend training courses that further the Trust's and personal development needs.
- To be familiar with and abide by the Trust's policies and procedures.

### General

- Present a friendly and a professional personal manner.
- Carry out other duties commensurate to the role as required by the Trust.
- Keep Health and Safety matters as the overriding determinant at all times and in all circumstances.

## 3 Training and Development

As part of its commitment to investing in its people, VWT trains and supports its staff in the delivery of their duties. Advice will be given in drawing up a personal development plan and all suggestions considered according to resources available and the overriding priorities of the Trust.

## 4 Outline Conditions

This post is a part time 16 hours per week role. Staff may occasionally be required to work beyond normal daily working hours, for which Time Off In Lieu will be given. Business travel may be required at times, for which travel and subsistence expenses will apply according to the Trust's current policy. Due to the remote nature of the office location, the post holder should have access to a car. VWT pool cars will be available for business use.

All staff are required to work within the policies and procedures of the Trust, to work harmoniously with each other and to provide appropriate assistance and advice to colleagues when desirable for the effective undertaking of their respective responsibilities, and to undertake other duties appropriate to the post as delegated by their line manager.

A willingness to be flexible about working arrangements and to provide occasional cover for absent staff is desirable in order to maintain organisational effectiveness.

## Benefits Package

VWT offers a qualifying workplace pension scheme with Aviva which the post holder may request to be enrolled in from day one, though employer contributions would not be payable until a three-month probationary period is complete. An enhanced workplace pension scheme, also with Aviva, is available and matches personal contributions of 4% of staff salaries with an additional employer contribution of 7% after a qualifying period of three months.

VWT also provides life assurance after one year's service. The post holder is entitled to 25 days' paid leave per year, pro rata in addition to public holidays, also pro rata.



## Value Statement

The Trust expects its staff, paid and unpaid, to carry out their duties in a way that consistently exceeds the regulations and expectations of society at large in matters ethical and environmental. Our aim is to ensure all resources are utilised effectively and efficiently. You will be expected to apply sound value for money principles in undertaking purchasing or supply of goods and services. The Trust will ensure that its staff receive appropriate training and development opportunities, based on a documented personal annual appraisal.

## 5 Ideal Candidate Profile

### Qualifications

- Preferably educated to A level standard.

### Experience and Skills Essential

- Computer literate; Office 365 basic application experience.
- Good numeracy and literacy skills.
- Full UK Driving licence.
- Excellent telephone and communication skills.
- Experience of working as an administrator

### Experience and Skills Desirable

- Experience of maintaining vehicles.

### Personal Qualities

- Good people skills; confident.
- A positive 'can do' attitude.
- Well-organised with good attention to detail.
- Strong interpersonal skills.
- An enthusiastic, self-motivated individual with initiative.

## 6 Office Location and Travel Requirements

The Administration Assistant post is based at the Trust's head office near Ledbury, in Herefordshire. Due to the location of the office, the post holder will probably need access to a car to commute to work. Pool vehicles are available for business travel.

## 7 Applying for this post

If you feel you meet the job specification and job requirements, you are welcome to apply.

Applications must be made using the application form provided. Additional information can be submitted, eg, a CV, but the application form must be completed thoroughly and not include 'refer to CV' as the only answer in the question boxes.

Deadline for applications is 17:00 Friday 22 April 2022 by email to: [helenhenderson@vwt.org.uk](mailto:helenhenderson@vwt.org.uk) or by post to:

Vincent Wildlife Trust, 3-4 Bronsil Courtyard, Eastnor, Ledbury, HR8 1EP

Interviews are planned for 28 April 2022 at our Bronsil office. Full details will be confirmed ahead of the interview date. If you do not hear from us by the end of 25 April 2022, please assume that you have not been successful on this occasion. We do not send out rejection letters and do not have the resources to provide feedback for unsuccessful applicants.