

Job Description & Specification

Job Title	Administrator
Department	Queen's Green Canopy
Reporting to	Executive Assistant to the Chief Executive
Salary	£23,000 - £26,000pa depending on experience
Location	Remote working
Essential Purpose of Role	<i>To support the Chief Executive, Executive Assistant and the wider QGC team with administrative and project tasks.</i>
Contract Type	Full-time, 6 months Fixed Term Contract with the opportunity to extend

Job description

- Process and approve tree planting submissions on the QGC map, contacting individuals when their submissions require further information, amending submissions and images when required, and uploading curated tree planting pins for special events
- Manage and respond to general enquiries that come into the Info inbox or forward to team members as appropriate
- Assist with responding to enquiries from Lord-Lieutenants, QGC Friends, QGC partners and other key stakeholders
- Assist with monitoring social media channels and online news articles for historical and new QGC tree plantings that have not yet been uploaded to the QGC map and contacting individuals to ensure they are pinned
- Draft and format presentations, papers and other information for internal and external communication
- Keep an up-to-date record of lines to take and email templates
- Assist the Fundraising Officer with donor thank-yous
- Assist with keeping Salesforce CRM up to date with contact details, key correspondence and meetings, and income generation
- Assist with diary management and arranging Zoom and in-person meetings for the Chief Executive, Project Board, Advisory Committees and wider team

- Assist with booking travel and courier arrangements for QGC events
- Draft letters, emails and other correspondence on behalf of the Chief Executive
- Take accurate minutes of meetings and distribute appropriately
- Assist the Communications team with drafting and posting social media on QGC channels
- Provide administrative support when required to the Development Director to assist wider fundraising
- Provide effective ad-hoc administrative support to team members, projects and events

This is not an exhaustive list of the duties that may need to be undertaken in this role. It may be necessary to undertake other duties as and when required.

Person Specification

Essential Skills and Abilities

- Proven administration experience
- Confident working across multiple digital platforms (for example Gmail, GDrive, Slack) and able to learn how to use new platforms and tools with ease
- Self-driven, motivated and pro-active
- Excellent verbal and written communications skills
- A highly organised, structural thinker who is able to stay flexible and open minded
- Maintains a positive and enthusiastic attitude with a good work ethic
- Experience in working as part of a team delivering complex projects
- Strong interpersonal skills
- Ability to absorb new concepts and information quickly, and to act with initiative and imagination
- Genuine interest in and commitment to ethos and environmental principles the QGC
- A demonstrable commitment to EDI (equality, diversity and inclusion)
- Understand confidentiality and GDPR

Desirable Skills and Abilities

- Experience using Salesforce CRM
- Experience in communications and social media
- Experience of working for a charity or non-profit organisation
- Experience or knowledge of tree planting and environmental projects in the UK
- Experience in events coordination