

Bat Conservation Trust



Administration Support Officer Part-time

Job description

Background

The Bat Conservation Trust (BCT) is proud to be the leading non-governmental organisation devoted solely to the conservation of bats and their habitats. BCT's vision is a world rich in wildlife where bats and people thrive together. Our mission is to conserve bats for present and future generations. Through education, collaborative action and scientific research, we inspire individuals and organisations to value and speak out for bats.

BCT's strategic aims are:

- Discover: *To ensure scientific evidence is in place to support bat conservation*
- Act: *To secure and enhance bat populations and their resilience in a changing world*
- Inspire: *To win the levels of support required to secure and enhance bat populations*
- Strengthen: *BCT to achieve financial stability and sustainable staff workloads. Staff and volunteers are motivated and well led.*

BCT's core expertise includes: biodiversity (we work collaboratively in areas of conservation policy, practice and guidance based on robust scientific evidence); the National Bat Monitoring Programme (coordinating around 2000 volunteer surveyors each year); delivering advice about bats (through the National Bat Helpline and through long-term partnerships with the statutory nature conservation organisations); training professionals and volunteers; and engaging and educating wider audiences.

BCT is an equal opportunities employer and welcomes applications from a diverse range of suitably qualified candidates. We are committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of gender, colour, race, nationality, marital status, religion or belief, sexual orientation, disability or age.

BCT's head office is in London and we have staff based in Wales and Scotland, as well as other remotely based staff.

This role will sit within the Finance & Operations team but will also provide some support to colleagues in other teams.

Purpose of the job

To perform a wide range of administrative tasks to support the efficient operation of the organisation.

Roles and Responsibilities

1. Main Duties

- Reception – welcome visitors, accept deliveries, organise courier collections
- Post – record and distribute daily incoming post, administer outgoing post daily including walk to Post Office, ensure sufficient supply of stamps, mail bags etc.
- All Team Catch-Up (fortnightly) – responsible for smooth arrangements, including scheduling virtual meeting, room bookings, remote access, compiling and sharing notes
- Meeting organisation – help with arrangements as required including booking meeting rooms or virtual meeting sessions, setting up IT/presentation system
- Quarterly Report – proactively set schedule and report structure for colleagues, ensure the report is completed on time, make amendments as directed and post on BCT website
- Stationery management – stock control and ordering
- Photocopier and other office equipment– organise engineer call outs, ensure sufficient stock of paper, toner / waste toner etc., ensure equipment in working order
- Senior Management Team – arrange meeting dates, assist with ad hoc travel arrangements and other support as needed
- Housekeeping –maintain a clean, neat and safe office, including: organise kitchen rota, ensure kitchen provisions, help with waste management & recycling materials, all with an environmentally-friendly approach; contact with cleaner when needed, organise annual ‘purge day’
- Health & Safety – alert staff to weekly alarm tests, order first aid supplies, help ensure the office is free of obstacles and trip hazards.
- Events – assist the Senior Admin Officer with arrangements for occasional staff social events, Away Days and Trustee events
- Passive rabies testing organisation – put together and send out testing packs to members of public who found dead bats. Maintain stock levels, liaise with APHA (Animal and Plant Health Agency)

2. Other Duties

- Assist the Finance & Operations team as required with other general administrative tasks including data protection admin, staff telephone list
- Accompany colleagues to offsite storage unit as needed
- Support other teams with administrative tasks as they arise and subject to other priorities, such as mail outs, delegate packs, email enquiries, and general admin

Working relationships

- **Inside the organisation**

Line managed by the Senior Administration Officer

Works closely with other members of the Finance & Operations team

Provides a core support service to all BCT teams

- **Outside the organisation**

Visitors, suppliers

Other relevant factors

Compliance with BCT's Staff Handbook policies, Health & Safety Policy, Data Protection regulations, Safeguarding Policy, and Green Housekeeping.

Salary

The annual salary is £21,158 pro rata, in line with London Living Wage.

Length of post

This is a permanent contract but as with all BCT posts depends on continuation of funds. There is an initial three-month probationary period with one week's notice, then one month's notice.

Usual time of work

This is a part time post, 10am – 3.30pm daily including one hour for lunch (22.5 hours per week). There may be occasional evening and weekend work for which time off in lieu is given, although not necessarily on a one for one basis.

Place of work

The main BCT office in South London. We will discuss with the successful candidate whether we require them to work from home on a temporary basis, depending on COVID-19 restrictions in place at the time and the candidate's situation.

Person Specification

This section details the experience, competencies, knowledge and personal qualities required for the post.

Quality	Essential	Desirable
Qualifications	GCSE English A*-C	
Experience	At least one year's experience working in an office in a similar type role Experience in dealing with contractors and suppliers	Stock management - keeping track of items and reordering when necessary Working under pressure in a busy team Creating or managing magazine/online content Scheduling meetings
Knowledge	Working knowledge of Microsoft Office, particularly Word, Outlook and Excel First-hand knowledge of administrative procedures	Microsoft Teams, Zoom, MailChimp Health and Safety in an office environment Data protection in an office environment
Skills	Excellent organisation skills Good time management, ability to plan and prioritise multiple tasks and meet deadlines Able to communicate clearly with a range of people both verbally and in writing Attention to detail and an eye for well-presented material/documents	Able to use technological aids and applications in the office, such as conference phone, audio visual equipment and virtual meeting software Good proofreading ability Able to troubleshoot when equipment goes wrong
Personal Qualities	Proactive, self-confident and motivated, ability to work with initiative and minimum supervision Good team worker, able to work well with all levels of staff Flexible – willing to adapt to changing priorities and circumstances Trustworthy and respectful of confidential information Approachable character Supportive – willing to help colleagues	Committed to protecting the natural environment