

# Administrative Assistant

Cotswolds Conservation Board based at  
the Old Prison, Northleach

Permanent contract, 37 hours a week, normally Monday to  
Friday, £13,821 - £15,663



A superb opportunity to be part of a team working to conserve and enhance the natural beauty and increase the understanding and enjoyment of the Cotswolds Area of Outstanding Natural Beauty (AONB).

We are currently seeking to appoint an enthusiastic and conscientious Administrative Assistant to join our hardworking and friendly team at the Cotswolds Conservation Board.

The successful candidate will play a key role in the effective administration of the Board. We are therefore seeking a self-reliant person who also works well as part of a team to support the Administration Officer in fulfilling their duties.

You will be the first port of call for visitors to the Board's Offices and act as receptionist, welcoming visitors and answering and responding appropriately to telephone and email communications.

You will be flexible and able to respond to the significant peaks and troughs in the Board's workload. In addition to daily administrative tasks such as dealing with mail, updating databases and inputting financial information, you will also be required to respond to ad-hoc requests and tasks.

You may be required to carry out other duties, commensurate with your level of responsibility and may need to occasionally travel locally to do so.

## Roles and Responsibilities

- Accurate input of data into Microsoft Excel.
- Uploading files to our websites
- Assist in the organisation and running of major meetings
- Provide general administrative support and guidance to staff
- Support the Finance and Administration Officer in the administration of paperwork for the Board's four sub-committees.
- Manage the IT issues database and contact our IT support contractor when required.

If you are interested in applying for this stimulating and rewarding role please visit [www.cotswoldsaonb.org.uk/jobs](http://www.cotswoldsaonb.org.uk/jobs) or request information from Claire Parker, Tel: 01451 862000, [claire.parker@cotswoldsaonb.org.uk](mailto:claire.parker@cotswoldsaonb.org.uk)

The closing date for applications is **10.00am Monday 2<sup>nd</sup> February** and interviews are scheduled for Monday 9<sup>th</sup> February, with the post commencing as soon as possible thereafter.