

COTSWOLDS CONSERVATION BOARD

JOB DESCRIPTION

Position: **Administrative Assistant**

Grade: Grade 2 £14,906 - £16,584

Hours: 37 hours a week, normally Monday to Friday

Responsible to: Administrative Officer

Responsible for: Contractors on an occasional basis

Contact with: **Within the Conservation Board**

- The Board and its Members
- The Director and Staff
- Cotswold Voluntary Wardens

Outside the Conservation Board

- Department for the Environment, Food & Rural Affairs, (Defra)
- Natural England, English Heritage, Environment Agency and other government agencies
- Lottery Funds
- Local Authority officers and members
- General public, farmers and landowners
- IT, telephone and website service providers
- Friends of the Cotswolds (charity)
- The Board's suppliers and customers
- Other tenants on the Northleach site
- Other Conservation Boards, AONB Partnerships, National Trail teams and National Park Authorities

Main purpose of post:

Assisting in the day to day running and operation of the Cotswolds Conservation Board offices

Assisting in maintaining appropriate and effective procedures for the overall day to day running of the Cotswolds Conservation Board's office, Cotswolds Discovery Centre at the Old Prison, and the Cotswold Lion Café.

Main Activities:**Operation of the office:**

Act as receptionist, welcoming visitors and answering and responding appropriately to telephone and email communications (including the "info" and on occasions other mailboxes);

Provide general administrative support and guidance to staff;

Open daily post, log invoices received, and distribute mail to relevant member of staff;

Maintain filing systems;

Maintain databases for the dissemination of information;

- local, regional, national and international contacts
- Parish council, farming and landowning contacts;

Assist in year- end archiving of financial records and committee papers;

Assist in the organisation and running of major meetings e.g. the Board's Annual Forum.

Financial systems:

Assisting the Finance & Administration Officer with:

- accurate input of data, invoices payable and receivable and cash income;
- Checking, recording and banking money received;
- Maintaining and recording of cash floats, charge cards and petty cash imprests.

Committee Support:

Assist in the compilation and distribution of meeting papers.

Website management:

Assist in maintaining and refreshing content on the Board's websites.

Other duties:

Compile monthly electricity, oil and water meter readings and reports;

Maintain records for photocopier operation and maintenance and be the first point of contact with suppliers;

Be the first point of contact for the IT support service;

Monitor and change IT back-up tapes daily;

Undertake any other relevant duties as may be allocated from time to time by the Finance and Administration Officer.

Budgets

There are no budget responsibilities associated with this post.

Conditions of service:

The Conditions of Service of the National Joint Council for Local Government Services.

The Local Conditions of Service are contained in a Staff Handbook.

The post is subject to one month's notice on either side as well as the successful completion of the sixth month probationary period. .

The operational base will be the Board's offices at Northleach.

Casual car user allowance payable.

The postholder will be required to comply with the Board's Health and Safety Policy.

PERSON SPECIFICATION

Administrative Assistant

Requirements	Essential or Desirable	Method of Assessment
Qualifications		
GCSE grade C in English and Maths	Essential	Application
Business and Administration Apprenticeship or similar NVQ	Desirable	Application
Experience		
Previous administrative role and responsibility	Desirable	Application / Interview
Previous office working environment experience	Desirable	Application / Interview
Skills and Abilities		
The ability to work as part of a team.	Essential	Application / Interview
Good written and communication skills	Essential	Application / Interview
Good IT skills, use of Microsoft Word and Excel	Essential	Application / Interview
Personal Qualities and Attributes		
The flexibility to be able to respond to fluctuating workloads and priorities	Essential	Interview / References
Accuracy and attention to detail	Essential	Interview
Pride in producing accurate and well-presented work	Essential	Interview
A smart and well-presented appearance	Essential	Interview