

## Job Description

## Administration Officer

Job Title:	Creekside Education Trust Administration Officer
Salary:	£14,464 per annum (0.64 FTE of £22,500 pro-rotata)
Hours per week:	22.5 hours
Days of work:	Monday to Friday
Hours of work:	10.00-15.00 (30 minutes unpaid lunch)
Preferred start date:	August/September 2022
Type of contract:	Fixed term contract for 12 months (extension dependent on funding)
Responsible to:	Creekside Education Trust Coordinator

### Creekside Education Trust

Creekside Education Trust is a unique charity which owns and runs the Creekside Discovery Centre on the banks of Deptford Creek. We are small but we have a big impact. We are a successful wildlife conservation and environmental education charity with a vision for building a vibrant community in the heart of London where people and wildlife can thrive. We do this through:

- **Habitat management** of our grounds and intertidal zones, which are some of the most biodiverse areas for their size in London
- **Educating adults** on the value of these habitats, Deptford Creek and the local area
- A **formal education** programme of adventurous, hands-on learning for schools, colleges, universities
- Delivering activities for **family learning**
- **Working with developers** to improve land management in the area
- Working with **volunteers** who strengthen these outputs.

### Job summary

Creekside Education Trust Administration Officer is a new post responsible for organising our office and building in order to support the delivery of our education and conservation activities. This role will be based at Creekside Discovery Centre working as part of a small, committed team. The team are all part-time and consist of a Coordinator, two Conservationists, a Learning and Volunteering Lead, a small team of Learning Deliverers and a Finance Officer.

You will enjoy being a support across the whole charity and efficient at working through tasks in a logical manner and provide excellent customer service. You will be proactive and organised, enjoy working as part of a team, assisting colleagues and sharing ideas. You will be interested in learning about urban wildlife and nature conservation.

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1. Organise the charity's working calendar including staffing, volunteering and Discovery Centre use.
2. Input our rolling programme of events onto our website and monitor bookings.
3. Administer school visit bookings.
4. Promote and advertise events. Including contributions to our social media accounts.
5. Respond to enquiries by telephone, email and in person.
6. Source suppliers and get best value for sustainability
7. Oversee twice weekly cleaning of the centre, be the contact for the cleaner and maintain stock of cleaning supplies
8. Administer health and safety processes on site and ensure that all health & safety systems are up to date. Including, ensure that risk assessments are up to date; be the contact point for accident and incident reporting; monitor first aid kit use; maintain stock of first aid supplies; ensure staff first aid training is up to date.
9. Oversee DBS checks, ensure staff and volunteer checks are up to date.
10. Ensure building and equipment maintenance checks are booked in and completed on time.
11. Support and supervise any volunteers involved in admin support.
12. Adhere to all Creekside Education Trust individual policies and those laid out in the Creekside Education Trust Staff Handbook including health and safety, safeguarding and child protection.
13. Complete any other task reasonably requested by the line manager or other staff members.

### Personal Specification

#### Essential

- Willingness to work as part of a supportive team but also able to act on own initiative
- Excellent written and verbal communication skills
- Confident and comfortable in dealing with a range of schools, volunteers and members of the public as well as groups and individuals
- Good working knowledge of Microsoft packages particularly Excel, Word, Outlook, Teams and willingness to learn new applications as required
- Ability to use own initiative, prioritise and organise own workload and manage conflicting priorities while meeting deadlines
- Excellent organisational skills, methodical approach to planning and attention to detail
- Willing to attend occasional events out of office hours (weekends/evenings).
- Enthusiasm for the role and a genuine interest in our charity, Creekside Education Trust

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### Desirable

- Good working knowledge of social media platforms particularly Twitter and Instagram and willingness to learn new platforms as required
- First Aid at Work qualification (training or refresher training can be provided if required)
- Interest and understanding of issues relevant to urban nature conservation and environmental education

### Equal Opportunities

As an equal opportunities employer, Creekside Education Trust is committed to the equal treatment of all current and prospective employees and is opposed to discrimination on the basis of any protected characteristic. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join us.

This role is subject to an enhanced DBS check.

If you are interested in this post and require more details after reading the job description or just to chat through the role and what's involved, please contact Creekside Education Trust Coordinator - Lucy Harrigan directly on [coordinator@creeksidecentre.org.uk](mailto:coordinator@creeksidecentre.org.uk) to arrange an informal chat.

For more information about Creekside Education Trust, please see [www.creeksidecentre.org.uk](http://www.creeksidecentre.org.uk)

To apply for this role, please complete the application form and send it by email to [coordinator@creeksidecentre.org.uk](mailto:coordinator@creeksidecentre.org.uk)

**Deadline for applications: 12.00 on Thursday 28<sup>th</sup> July 2022.**

**Interviews will be held on Friday 5<sup>th</sup> August 2022. Please notify on your application if you are unable to attend an interview on this date.**