

Job Description –Administrative Coordinator at Creekside Education Trust

Job Title	Administrative Coordinator
Salary	Gross Salary - £28,500 per annum, pro rata as per below
Days of work	3-4 days per week proposed, flexible working feasible
Hours of work	15-18 hours per week
Responsible to	Creekside Education Trust Manager
Type of contract	Two Year Fixed Term Contract w/ potential for permanent role
Probationary period	Three months
Annual Leave	22 days, + bank holidays & Christmas closure (Dec. 27 th -31 st)
Based at	Creekside Discovery Centre, Deptford, SE8 4SA, with flexible working by arrangement

Creekside Education Trust

Creekside Education Trust is a local nature conservation and outdoor education charity, operating from our Creekside Discovery Centre on the banks of Deptford Creek. We are a small team yet since our inception in the early 2000s we have had a large impact. We manage some of the most diverse habitats, terrestrial and intertidal, in central London and since 2002 over 50,000 people – from the ages of 8 to 80 – have had the experience of wading in Deptford Creek at low tide. During this time many more people and organisations have engaged with Creekside through a variety of ways, from events and activities to collaborative projects and ecological consultation. Through all of what we do, our purpose is to inspire people to connect with the wonder of urban wildlife.

We do this through:

- Delivering and enabling informed nature conservation management for resilient local habitats
- Providing and enabling lifelong learning for all through adventurous, hands-on activities
- Collaborating and connecting with partners and communities to grow the reach of our work
- Ensuring the sustainability of Creekside through diverse income streams and exciting projects
- Engaging volunteers to join Creekside in achieving all parts of our mission

Our team of staff, volunteers and trustees are all passionate about our work and believe that we can grow the reach of our impact. The Creekside Discovery Centre is a fun and friendly place to work and we're looking for new people to join our team and mission. This role is an exciting opportunity which will involve working closely with the whole Creekside team – staff, volunteers and trustees – giving someone a great chance to influence and support everything that we do.

Job summary

We are looking for an organised and enthusiastic individual who is passionate about coordinating and supporting core functions of our small but impactful charity. You will work closely with the Creekside manager and rest of the team (including volunteers and trustees), ensuring administrative, financial and project tasks are completed in an organised way. There will also be opportunities to work on complex and exciting projects, where you will need to be proactive, analytical and use problem solving skills.

The role is the first point of contact between both internal and external stakeholders, and requires excellent communication skills, as well as an eye for detail. We envision this role as an integral part of the sustainable growth of Creekside with the opportunity to impact all parts of our work, including nature conservation, lifelong learning and community engagement.

The postholder will have a wide range of duties and responsibilities which will ensure that the Creekside Discovery Centre runs smoothly, helping to inspire people to connect with the wonder of urban wildlife.

Key tasks and responsibilities

- Be first point of contact for Creekside. Monitor and respond to enquiries received by email, the Creekside website and socials, telephone, post and in-person requests
- Coordinate calendars and schedules to ensure smooth planning and delivery of Creekside work and support the internal communications for this
- Take and distribute minutes at relevant team and/or other meetings, as required
- Facilitate timely, best value and responsible purchasing of required Creekside supplies
- Assist the Creekside manager and other leads with the administrative tasks required for the regular delivery of core activities. This could also include project management and reporting duties.
- Coordinate the planning and delivery of Creekside's corporate volunteering / strategy day offer
- Support the development and smooth operation of volunteer management processes
- Collaborate with and assist the Creekside manager to
 - ensure completion of regular site and building monitoring and management requirements
 - ensure Creekside Health & Safety policy and actions are being followed and completed
 - ensure smooth office management
 - procure and oversee contracted services delivered for Creekside
 - work with the Creekside Board of Trustees
 - monitor and complete relevant HR processes required at Creekside
- Assist financial management processes through
 - preparation, distribution and sequential monitoring of sales invoices
 - assisting with the approval and control of purchase invoices
 - assisting with the control of expense claims
 - running regular accounting reports
 - control of petty cash and assisting the accountant with the monthly reconciliation processes
 - in addition, communicating with and supporting Creekside's accountant as required
- Support planning and delivery of Creekside events and activities, at times out of normal office hours
- Complete or support other tasks reasonably requested by the Creekside manager

Person Specification

Experience

Essential

- Significant experience working in a similar role or a role with similar skills requirements
- Work or volunteer experience in conservation and/or education and/ or charitable sector
- Working with volunteers
- Working with external stakeholders to deliver agreed outcomes and outputs

Desirable

- Experience with Xero accounting software
- Working as part of a small and effective team, and with volunteers

Skills

Essential

- Strong organisational skills, with ability to manage own workload and prioritise effectively
- Excellent proficiency with full Microsoft Office suite, plus fast-learner with other/ online software
- Excellent communication skills, particularly verbal and written fluency, including ability to interpret and write reports/ documents for different audiences
- Ability to interpret, process and present financial information accurately
- Time management awareness and initiative to anticipate work demand conflicts and priorities
- Ability to successfully work autonomously at times and as part of a team at other times
- Project management skills - able to see a project/ task to completion from start to finish

Desirable

- First Aid at Work qualification

Personal Attributes

- A friendly and approachable manner, willing to learn and grow in your role
- Proactive and methodical in your approach to your work, with an attention to detail
- Great interpersonal skills, with an ability to build and maintain strong working relationships
- Interested in resolving problems or working with uncertainty towards a successful outcome
- A desire to learn about what we do and support the whole Creekside team
- A belief and commitment in the purpose and activities of Creekside Education Trust