



Leicestershire & Rutland Wildlife Trust

Job Title: Office Assistant

Reports to: Head of Operations

Purpose of the Role

To provide efficient and proactive administrative support to help ensure the smooth running of the charity's day-to-day operations. The Office Assistant will work closely with colleagues to contribute to the organisation's mission to protect and restore wildlife and wild places. You will often also be the first point of contact with stakeholders and partners and will provide them with a friendly and professional service.

Key Responsibilities

- Provide a point of contact for general enquiries by phone, email, and post, ensuring excellent supporter care.
- Maintain and update databases, records, and filing systems accurately and in line with data protection regulations.
- Organise and provide administrative support for committee and Council meetings, including preparing and circulating papers, scheduling meetings, booking rooms/venues, and accurately taking and distributing formal minutes.
- Assist with arranging internal and external meetings, including preparing agendas, taking minutes, and booking venues or online platforms.
- Provide administrative support to the CEO and senior managers, including diary management, meeting coordination, and document preparation.
- Support the planning and delivery of small projects and activities as directed, ensuring tasks are completed on time and to a high standard.
- Support office functions including ordering supplies, managing incoming/outgoing post, and keeping shared spaces organised.
- Carry out other administrative tasks as requested to support the effective delivery of the charity's aims.

Person Specification

Essential:

- Strong organisational and time management skills.
- Excellent verbal and written communication.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and confidence in learning new systems.
- A high level of customer service and the ability to build relationships with key partners and customers.
- Attention to detail and accuracy.
- A positive, proactive attitude and ability to work well with others or independently.

Desirable:

- Previous experience in an administrative role, ideally in a charity or small organisation.
- Understanding of GDPR and confidentiality principles.
- Commitment to environmental and wildlife conservation.

Working Environment

You'll be joining a small, friendly team passionate about wildlife conservation. Flexibility, teamwork, and a willingness to support colleagues across functions are key. You will get the opportunity to undertake your own projects and should be able to work on your own initiative but will be supported when needed.

KEY TERMS AND CONDITIONS OF EMPLOYMENT

Employer: Leicestershire and Rutland Wildlife Trust

Place of work: The Old Mill, 9 Soar Lane, Leicester

Salary: £22,777

Hours of work: 35 per week

Flexible working will be required to include occasional evenings and weekends. Payment for overtime worked in excess of the standard working week is not available, but time off in lieu may be taken by prior arrangement with line managers.

Leave: Annual leave entitlement is 25 days plus statutory public holidays per annum.

Pension: The Trust operates an Auto-enrolment Pension Scheme and pays an employer contribution of up to 7% of gross salary contingent on a 50% matching contribution from the employee.

Death in Service: Death in service cover is provided at three times annual salary.

Travel: Trust mileage rate will be payable for the business use of the post-holder's private car.

Probation period: A probationary period of 6 months applies, during which new employees are expected to demonstrate their suitability for the post.

Equal opportunities: The Trust's Equality and Diversity Policy is available on request.