



# **Leicestershire & Rutland Wildlife Trust**

**Job Title: Nature Reserves and VTC Admin Assistant**

**Reports to:** Head of Nature Reserve Management

## **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 focusing on our Nature Reserves and the Volunteer Training Centre (VTC). The Role 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 administrative support to the Head of Nature Reserves and the Nature Reserve Team.
- Maintain and update the Nature Reserve databases, safety records, and filing systems accurately and in line with data protection regulations.
- Help administer land management agreements such as countryside stewardship and grazing licenses across the LRWT Reserves.
- Organise and provide administrative support for committees and meetings to take minutes or record actions as appropriate.
- Assist with administering funding applications and claims.
- Support the planning and delivery of small projects and activities as directed, ensuring tasks are completed on time and to a high standard.
- Assist with Nature Reserve procurement and ordering processes, working closely with the finance team.
- Provide a point of contact for general enquiries by phone, email, and post, ensuring excellent supporter care at the VTC.
- Assist with, Administer and develop the VTC use for internal and external meetings/events and training courses.
- Support office and building functions including ordering supplies, invoicing, procurement, managing incoming/outgoing post, and keeping shared spaces organised.
- Work closely with administrators across the charity to standardise processes and approaches.
- Oversee contractors for the VTC such as cleaners and maintenance.
- Carry out other administrative tasks as requested to support the effective delivery of the charity's aims.

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## **Person Specification**

### **Essential:**

- Strong organisational and time management skills.
- Experience of maintaining accurate records and files.
- Excellent verbal and written communication.
- Proficiency in Microsoft Office (e.g. Teams, 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.
- Use of GIS mapping tools.
- A passion for local and national wildlife.
- Small scale project management

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## **Working Environment**

You will 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

**Location:** Your normal place of work will be the Volunteer Training Centre, Oakham Road, Hambleton, Oakham, Rutland, LE15 8TL. There will be occasional travel to other organisational locations required.

**Salary:** £24,479

**Employment Term:** Permanent

**Hours of work:** 35 hours per week

Flexible working will be required that 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 pro rata 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.