

Administration Officer Job Description

Reports to:	Chair of Trustees and Treasurer
Salary:	£5,000 pa
Hours:	7 hrs per week on average, working flexibly as required - some weeks will require more or less time.
Contract:	6 months
Location:	Hybrid, mostly remote

Registered as a charity in 2022, Tir Natur works to advance the improvement and conservation of the physical and natural environment in Wales by restoring the natural processes that create resilient ecosystems through rewilding, for the benefit of the public. In doing so we will reverse declines in biodiversity and bio abundance in Wales. Tir Natur owns a 1200-acre holding in mid Wales near Tregaron.

Tir Natur also works to advance education and public engagement with rewilding and enhance the well-being of communities in Wales, through engaging people with nature and by improving access to nature. At Tir Natur we are committed to our wide community and Welsh language skills are desirable for this role.

We have 5 existing roles at Tir Natur, and the Trustees require some support with the day-to-day running of the charity. We are looking for an experienced administrator to step into a 6-month position to support the Chair with admin tasks and the Treasurer with book-keeping. It is anticipated that the role will continue beyond the initial 6 months.

If you can bring strong organisational skills to the role and can work accurately and independently, and would enjoy working for a conservation-sector charity with a difference, please email trustees@tirnatur.cymru with a covering letter and CV.

Key Duties & Responsibilities

Variable hours - 7 hours per week on average (some weeks may require more hours than others, particularly as a result of monthly payroll duties and key meetings). You will be required to be onsite for half a day per month, otherwise working remotely.

Admin:

- Minuting monthly board meetings and the monthly management committee.



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Key Duties & Responsibilities

- Monitoring action logs for the board and finance and risk committee.
- Collating monthly management reports and chasing up content where necessary.
- Monitoring IT with our external provider and preparing migration of files to sharepoint with them.
- Managing our team@ email account and forwarding or responding to messages as appropriate.
- Filing on Sharepoint and Google drive.
- Responding appropriately to external requests for information.
- Admin of volunteer applications and admin support for our friendly and inclusive community of volunteers.

Finance support:

- Bookkeeping on Xero
- Finance admin
- Running payroll (5 employees) each month

General:

- Any other appropriate tasks as necessary