



Job Description

Position details

Position:	Administrative Assistant
Salary:	Minimum wage funded by Kickstarter grant
Hours:	Part time - 25 hours per week
Location:	Part time office, part time home
Holiday:	20 days per annum + bank holidays

Contact Details

Nadine Moreby
Phone: 07710 803339
Email: nadine@treeconomics.co.uk

About us

Treeconomics is a UK-based social enterprise. We work with local authorities, academics and private businesses, to promote sustainable treescapes in towns and cities. We also work with research organisations and collaborate with partners in the both the US and Europe.

Through our work, we are able to communicate the value that trees bring to society through the ecosystem services and amenity values that they provide. We do this because we want to see well-managed trees in an expansive urban forest, that will benefit the people living and working in our towns and cities.

We aim to demonstrate that trees are part of the solution for many of our urban problems (be that crime, air pollution, flooding, etc). Our urban forests are a frontline defence against climate change and the importance of trees in our towns and cities has never been greater.

We are a friendly team and our working environment is one of mutual support and encouragement.

About the role

The role will involve managing the administration of a busy team.

You will work alongside the Director and other members of the team, and will be supervised by the Marketing & Events Coordinator.

Duties will include, but not be restricted to:

General Admin

- managing office space tenancies
- leading the weekly team meeting
- making travel and hotel bookings for the team
- completing supplier applications
- assisting the Directors with ad-hoc tasks
- ordering stationery and equipment
- purchasing software licences
- developing and maintaining the company asset inventory
- managing staff phone contracts
- renewing company insurance annually
- managing the company's general email inbox
- keeping the company CRM database up to date with new enquiries
- managing subscriptions and professional memberships
- organising and prepping contract and T&C paperwork
- monitoring the company's carbon efficiency
- answering the company landline phone
- collecting and opening post

Finance

- liaising with bookkeeper on income and expenditure
- issuing purchase orders and invoices
- chasing payments
- paying purchase invoices
- paying VAT
- uploading expense receipts and purchase invoices onto Xero
- matching credit card statements with receipts and filing
- liaising with the bank as needed
- obtaining new staff credit cards as needed

Health & Safety

- liaising with the health and safety consultant to ensure that processes are followed
- accident records
- new staff home-working risk assessments
- keeping office first aid kit furnished

GDPR

- annual data cleanse
- providing updates to staff annually on what GDPR means to us
- ensuring that new staff receive a GDPR overview

Human Resources Admin (this will be primarily managed by the Marketing & Events Coordinator)

- setting up new staff induction plans
- conducting right to work checks
- entering new staff into Xero (accounting system)

- issuing P45s
- overseeing pensions (in liaison with the bookkeeper)
- organising new staff home office set-ups
- keeping a record of staff annual leave

Recruitment (this will be primarily managed by the Marketing & Events Coordinator)

- helping to draft job descriptions
 - advertising vacancies
 - helping with shortlisting
 - assisting with interviewing
 - administering internships
-
- Any other reasonable duties that may become necessary in the course of business

About you

We are looking for an enthusiastic Admin Assistant to help our expanding business. We are a small and friendly team, growing rapidly, and need somebody to look after the day-to-day administration of our business so that the team can carry out its work.

The role is varied and no two days will be the same! You will need to be organised, reliable and efficient, and have the ability to multi task. You will need attention to detail and lots of initiative. You will need good administration skills and experience will be essential.

The work will be in line with the duties listed above, but will vary from time to time, therefore you will need to be flexible and adaptable. You will ensure that the business is able to function administratively, so a high level of IT competency is needed. A good command of written English and good communication skills are essential, as you will be liaising with clients and partners, as well as staff. This is a role that you can grow into, in time, as you become familiar with our systems and business.

You will need to be able to work comfortably as part of a team. This will mean assisting colleagues as and when needed, to ensure their work can be carried out. The Treeconomics team is very supportive and every effort will be made to assist you to carry out your role.

This is an exciting opportunity to join a growing business with a great ethos and team spirit. No specific industry experience is needed, but an appreciation of why we do what we do is essential!

Person Specification

Category	Requirements	Essential/Desirable	Method of Assessment
Education/Training	A good level of education, including Maths and English at GCSE grade C or above (or the equivalent)	E	Application
Knowledge	Excellent IT skills (Word/Pages, Excel/Numbers, Internet, Email) Mac O/S competent	E D	Application
Skills and Abilities	Excellent written and verbal communication skills	E	Interview
	Excellent interpersonal skills	E	Interview
	Excellent organisational and time management skills	E	Interview
	Ability to work on own initiative as well as part of a collaborative team	E	Interview