

# Role Description – Administrator

---

**Responsible To:** Chief Executive Officer (CEO)

## 1. Role Purpose:

Deliver efficient and effective administration of Manx Wildlife Trust (MWT), including organisation and day to day running of our office building in Peel. Have oversight over our administration procedures and systems, acting as the first point of contact for the organisation with public and other stakeholders. This is a key role in terms of supporting the delivery our MWT mission to *‘protect and enhance our environment, create more spaces for wildlife, and inspire people to act for nature.’*

The role involves a wide range of administration functions and activities, to support a wide variety of conservation delivery and charity fundraising workstreams, working closely with the MWT team, members, corporate supporters, and a range of stakeholders outside MWT. The role necessitates the post holder working closely and collaboratively with the MWT CEO, Head of Engagement, Head of Conservation & Land, and our trading arm Wildlife Ltd. which includes our Peel Gift Shop. The aim being to ensure that our administration is as at a high standard on all we deliver, maximising our professionalism, efficiency, and impact.

## 2. Role Responsibilities:

### 2.1 Core Responsibilities:

- Carry out efficient management and operation of the MWT office on day-to-day basis.
- Develop, implement, and maintain filing systems (digital and paper), creating new files as necessary.
- Deal with all MWT enquiries professionally and promptly and greet any visitors to the office.
- Carry out day-to-day tasks, including minute taking, correspondence and petty cash management.
- Provide support to the Gift Shop, including stock control and volunteer guidance.
- Oversee the administration for administration volunteers and delegate tasks to them as required.
- Provide administration support for the CEO and MWT Council, including meeting organisation, minute taking, submitting forms as required to IOM Company Registry and Charity Commission.
- Act as the central point for health & safety, liaising with the MWT Health & Safety Officer.
- Have oversight on our IT and photocopier systems, supported by our contracted external suppliers.
- Assist volunteers with the administration for our MWT Membership scheme.
- Be first point of contact for corporate supporters to maintain existing and develop new relationships.
- Liaise closely with ‘No. 1 Accounts’ who provide a full accounts service for MWT and our trading arm.
- Maintain compliance through accurate records and provide information as required, to IOM Government, Charity Commission, MWT Council & Finance Committee, and Wildlife Ltd. Board.
- Ensure office efficiency, including ordering materials, office supplies and stationery as required.

### 2.2 Wider Responsibilities:

- Set standards and provide administration and office procedures guidance for MWT colleagues.
- Comply with MWT’s policies, procedures, and guidelines, together with all relevant regulatory and statutory requirements, including Health & Safety legislation.
- Represent MWT at events and meetings within the remit of the role, including MWT team meetings.
- Actively promote and demonstrate a commitment to best practice in equality & diversity.
- Actively participate in the MWT staff appraisal and development scheme, suggesting to the CEO and undertaking when appropriate, personal professional development / updating.
- Perform other reasonable duties and projects as directed by the CEO.

### 3. Working Hours, Salary & Pension:

*This role could be delivered on a full or part time basis – which would be discussed.* A full-time role would be 37.5 hours a week, with a standard full-time week being 9am to 5pm, Monday to Friday (with 30-minute lunch break), based at our Peel office. There is potential, however, for some flexibility in working hours (part-time hours is possible, with the minimum being 20 hours/week), but we are aiming to have a person in the office every weekday e.g. this role could be tailored around school times, with the addition of some flexible/home working. There is a requirement for occasional travel around the Island to attend meetings.

This post sits within our Officer grades. The full-time starting salary for the role is between £25,730 to £28,600 depending on experience. Part-time hours will be pro-rata accordingly. Overtime is not paid, and any additional hours beyond 37.5/week will be taken as time off in lieu (TOIL), agreed in advance with the CEO. In addition to the salary, MWT offer a 5% of salary additional pension contribution (following completion of the 6-month probationary period), through a pension scheme with Zurich International, which the post holder can select to pay more into if they so wish. You will receive 25 days annual leave, plus 10 Manx Bank Holiday days, and an additional 3 days at Christmas (when we close the office), totalling 38 days holiday each year.

### 4. Person Specification:

#### 4.1 Technical Competencies:

<b>Core Experience, Knowledge, Skills, and Values:</b>	<b>Essential</b>	<b>Desirable</b>
High standards of secretarial, office and administrative systems and support	√	
Excellent working knowledge of IT packages, including Microsoft Office	√	
High standards of professional record keeping (inc. financial) & producing reports.	√	
Efficient in electronic diary organisation and management	√	
Experience of dealing with volunteers, customers, and/or client management		√
Interest in The Wildlife Trust movement and support for our goals	√	
First Aid trained (or a willingness to be trained)	√	
Experience in an ecological or environmental organisation		√
<b>An ability to:</b>		
Manage volunteers, including task setting and monitoring.	√	
Organise meetings, including minute taking and distribution	√	
Operate/adhere to a budget.	√	
Collect and collate information, prepare professional reports	√	
Operate with due care and consideration for data protection and safeguarding	√	
Provide support for marketing and communication for an organisation	√	
Operate XERO Financial Accounting Systems (or a willingness to learn)	√	

#### 4.2 Essential Behavioural Competencies expected of all MWT staff:

<b>Competency</b>	<b>An ability to:</b>
<b>Enthusiasm</b>	Give a commitment to wildlife conservation, and able to inspire others to do the same.
<b>Planning &amp; organising</b>	Plan and organise work to meet given objectives. Initiative and ability to solve problems.
<b>Communication</b>	Communicate professionally in various ways. Outgoing, with strong inter-personnel skills
<b>Approach</b>	Work precisely and professionally under pressure, with a mature and flexible approach
<b>Embracing Change</b>	Seek out and implement new ideas and ways of working and continuous improvement.
<b>Motivation</b>	Be self-motivated, high levels of enthusiasm, able to manage own time and priorities
<b>Delivering Services</b>	Demonstrate a high-performance culture in all work.
<b>Teamwork</b>	Enjoy teamwork and show an ability to motivate others and work to the values of MWT.
<b>Working in partnerships</b>	Use tact, empathy, understanding, diplomacy, confidentiality, and discretion
<b>Projecting Confidence</b>	Represent MWT well/professionally. Champion the work of MWT.

#### 4.4 Qualifications

	<b>Essential</b>	<b>Desirable</b>
Appropriate qualifications in business studies, administration, or a related field		√