



JOB DESCRIPTION

Job Title:	Coed Lleol / Actif Woods Admin Assistant
Employer:	Small Woods Association, registered charity 1081874
Location:	Based at the Coed Lleol office in Machynlleth, mid-Wales
Salary:	£17,491 pro rata – fixed term contract until August 2019
Hours of Work:	Salary: 10 hours per week which can be worked over 2 days. Working hours are flexible but you will need to be available for meetings and events on particular days.
Responsible to:	Coed Lleol Manager
Responsible for:	Office administration (including the Active Inclusion Project) and support the smooth running of Coed Lleol
Job Purpose:	
<ul style="list-style-type: none"> To assist the Coed Lleol Manager to maintain administrative systems which ensure the smooth running of Coed Lleol. Maintain and develop systems to support the organisation in its work, linking with staff in locations across Wales to facilitate efficiency, effectiveness and enjoyment. 	
Main Duties and Responsibilities:	
<ol style="list-style-type: none"> To work closely with the Coed Lleol manager and team to maintain the necessary administration systems relating to Coed Lleol. To help organise Coed Lleol advisory meetings and team meetings, take the minutes and inform the group of arrangements. To undertake office tasks to include ordering of office supplies, updating contacts sheets and maintain on-line and paper based filing systems. To receive incoming telephone calls and direct them accordingly. Data protection- To deal with sensitive personal information, store it securely and shred information that is no longer required. Develop Awareness of General Data Protection Regulation (GDPR) and how this impacts on Coed Lleol. Ensure that we follow best practice and adhere to legal requirements regarding DBS checks. To develop an understanding of the purpose of Coed Lleol / Small Woods and the Actif Woods Wales project, demonstrate awareness of its principles through your working practices. To support the Mid and North Wales Actif Woods team with collating and uploading participant data and evidence for Active Inclusion. To ensure all data is accurate and completed correctly, attention to detail is essential. To familiarise yourself with the administration systems of Active Inclusion, in particular the Project Data System (database). To assist with the gathering of information for regular reports to funders and stakeholders. Carry out any other similar duties as can reasonably be required of the post. 	



Person specification:

Essential	Desirable
Good working knowledge of administrative systems	Good knowledge of I.T. generally
Experience of using database systems	
Experience of Outlook, Word, Excel,	Use of Office 365
Accuracy/attention to detail	
Interest in health and well-being in the outdoors	Knowledge of woodlands and woodland management
Able to work on own initiative; self-starting and proactive	
Experience of meeting and events coordination	Experience of taking minutes in meetings, using doodle poll and other methods to arrange meetings