



Job Description and Person Specification

Office & Project Administrator

Title: Office & Project Administrator

Area of Responsibility: Administrative support and project work

Reports to: Operations Manager

Contract type: Full-time; Permanent, (subject to successful completion of a 6-month probationary period). PLEASE NOTE: Part-time hours may be considered.

Salary: From £22,527 per annum pro rata

Location: Llanidloes/Home-based, with occasional travel within the UK. The organisation will offer a hybrid working model for your place of work of both office and home-based working arrangements.

Hours: 35 hours per week (PLEASE NOTE: Part-time hours may be considered)

Working Days: Monday to Friday

Holidays: 26 days annual leave (increasing to 28 days after 2 years) plus 8 Bank Holidays (pro rata). The FSC UK office closes between Christmas and New Year and staff are required to use annual leave over this period.

Pension: The organisation uses the Government "Nest" pension scheme with employees contributing 5% and FSC UK contributing 6%.

Application Process

Please upload your CV and a covering letter, outlining how you meet the criteria stated in the Person Specification and responsibilities of the role [here](#).

The deadline for applications for this post is 5pm on 15th August.

Interviews for this post will be held at the FSC UK Offices on 28th and 29th August.

We expect your CV to be honest and accurate. Before offering this post, we will check material facts recorded on your CV and covering letter and take up references.



Introduction to the role:

The Forest Stewardship Council (FSC) is an international organisation dedicated to ensuring that forests are managed in a responsible manner across the globe. FSC UK, based in Llanidloes, Powys, is one of the larger FSC national offices. FSC UK is a registered charity responsible for promoting the FSC's aims and objectives throughout the United Kingdom.

We are seeking an Office & Project Administrator to provide general administrative support to the organisation, including financial administration, and to support specific projects. Although previous experience of financial administration is desirable, this is not essential as training will be provided.

The role requires a methodical and conscientious individual who possesses keen attention to detail. This role will be best suited to a patient and polite individual with good numeracy skills. A willingness to undertake a variety of tasks will be fundamental in contributing to the smooth and efficient running of the FSC UK office and delivery of projects. The project work will vary but will include research and data collection. Attention to detail will be paramount to this role, as will be a proven ability to maintain effective working relationships and indeed, enjoy doing so.

The ideal candidate will be quick to assimilate new information, be accurate and systematic in their work, and will be comfortable conducting and communicating their own research around a topic.

If you have good administrative and organisational skills and you want to join a small but ambitious team of people who are dedicated to FSC's mission of Forests For All Forever, then this role may be for you.

Main purpose and responsibilities of the role:

The Office & Project Administrator reports to the Operations Manager (OM). The purpose of the post is to undertake office and financial administration and to support the work of the wider FSC UK team. The work will include:

- assisting in the smooth and efficient running of the FSC UK office
- general administrative tasks
- basic financial administration
- office administration including dealing with office service providers
- recording data
- responding to basic phone and email enquiries
- following and developing Standard Operating Procedures
- supporting and, in some cases, coordinating the delivery of specific projects
- supporting FSC UK staff and trustees.



Person Specification:

	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> ▪ Good basic level of education (A level or equivalent) with minimum A*-C grade at GCSE (or equivalent) in Maths and English ▪ Good understanding of Microsoft Office ▪ Experience of communicating effectively and accurately with different stakeholders both in spoken and written form 	<ul style="list-style-type: none"> ▪ Degree or equivalent experience ▪ Experience of using databases ▪ Administrative/clerical experience
Skills and Abilities	<ul style="list-style-type: none"> ▪ Very good level of numeracy ▪ Attention to detail and ability to undertake and deliver accurate recording and reporting of information ▪ Effective time management and organisational skills with the ability to prioritise workload ▪ An excellent phone manner and ability to remain calm and objective when under pressure ▪ Good organisational skills with ability to undertake multiple tasks competently ▪ Comfortable working with and expressing data accurately and appropriately ▪ A quick learner ▪ Ability to work on own initiative but happy to follow instruction and accept guidance ▪ Excellent interpersonal skills to maintain good working relationships. 	
Personal attributes	<ul style="list-style-type: none"> ▪ A positive attitude towards routine tasks and business administration ▪ Able to work as part of a small and dynamic team ▪ Patient and polite but firm and assertive where appropriate ▪ Friendly and professional manner ▪ Able to relate to the mission and values of FSC UK and work towards its strategic objectives 	<ul style="list-style-type: none"> ▪ A positive, enthusiastic attitude ▪ Relate to the ethos of responsible sourcing of forest products ▪ A good sense of humour