



**NORTHAMPTONSHIRE ACRE**  
**Hunsbury Hill Centre**  
**Harksome Hill**  
**Northampton NN4 9QX**  
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**PROJECT ADMINISTRATOR (Part Time)**

**16 hours a week**

**£19,000 per year pro rata**

Northamptonshire ACRE (Action with Communities in Rural England) is an independent charitable organisation promoting rural action in the county's villages with the aim of helping them to be sustainable.

We are seeking a part time Project Administrator to support the charity in its day to day work. The role will be based at the charity's offices in the Hunsbury Hill Centre and will involve:

- ✓ Dealing with general administrative duties including answering phone and reception enquiries and ensure they are followed up with the right people
- ✓ Providing administrative support to other charity staff as required
- ✓ Managing various membership databases including our Bulk Oil scheme and market them to increase membership as applicable
- ✓ Assisting in preparation of material for various newsletters, e-bulletins and magazines to be sent to members.
- ✓ Updating various social media sites and the Northamptonshire ACRE website (training will be given)
- ✓ A proportion of the time per week will be spent working on a largescale project relating to the long term development of the Hunsbury Hill Centre.

Applicants must have:

- ✓ Established experience of working in an office environment
- ✓ Excellent communication skills, both verbal and written
- ✓ Ability to prioritise workload and have good organisational skills
- ✓ An excellent telephone manner
- ✓ Familiarity with a wide range of Windows software and knowledge of Publisher
- ✓ A good understanding of the various social media platforms.

## **JOB SPECIFICATION**

JOB TITLE	Project Administrator (Part Time)
SALARY	£ 19,000 p.a. pro rata
PENSION	3% into a workplace pension
DURATION:	Permanent
HOURS OF WORK	16 hours per week over 4 days, Tuesday to Friday
RESPONSIBLE TO	The Centre Co-ordinator
BASED AT	Northamptonshire ACRE offices in Northampton

### **DUTIES AND RESPONSIBILITIES:**

- 1) To provide administrative support for ACRE staff as required, to specified deadlines using electronic & hard copy communications.
- 2) To undertake photocopying, stationery ordering/monitoring stock levels, general telephone & reception cover and to operate and maintain a filing system and other clerical duties as requested including preparing information for external mail and assisting with regular mailings.
- 3) To maintain an up to date and accurate database of all members and issue renewal forms as required. To assist in the marketing and promotion of membership of Northamptonshire ACRE and ensure any queries from members are noted and forwarded to the appropriate staff member.
- 4) To maintain a list of members belonging to our Bulk Oil scheme and assist in the marketing and promotion of the scheme. Liaise with our oil buying company over queries. Full training will be provided.
- 5) To assist with collating of articles and information for 'Village Viewpoint' and help in the production of general publicity material, posters and leaflets.
- 6) To provide administrative support to the Hunsbury Hill Farm project including minute taking, updating databases and arranging meetings in conjunction with the Working Group.
- 7) To provide information and reports to the Manager or Chief Executive when needed and to carry out any other duties at a similar level of responsibility as may from time to time be required.
- 8) The job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which they will be required to work. In the

interest of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances of Northamptonshire ACRE. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

### **PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Knowledge</b>	<p>Knowledge and experience of using Excel, Word and Powerpoint software and Office 365 online.</p> <p>Setting up and maintaining databases</p> <p>Understanding of scheduling and producing reports</p> <p>Knowledge of social media platforms</p> <p>Good level of education, equivalent to GCSE in English and Maths.</p>	<p>Use of Publisher software</p> <p>Knowledge of Wordpress web page updating or if not Wordpress, then other webpage design</p> <p>Awareness of the voluntary sector</p> <p>Awareness of the role and work of parish and town councils.</p>
<b>Experience</b>	<p>Good communication skills both written and verbal are essential with good attention to detail</p> <p>Must have experience of telephone and customer service</p> <p>Good organisational and time management skills</p> <p>Experience of prioritising own workload</p> <p>Ability to work under pressure and on own initiative, at times unsupervised</p>	<p>Previous experience of working in an office related environment as an administrator</p>
<b>Other</b>	<p>A current valid driving licence and access to a car.</p>	

### **Equal Opportunities**

Northamptonshire ACRE strives to be an Equal Opportunities employer but regrets that its offices are not currently accessible to wheelchair users.