

West Dorset Wilding (WDW): Job Description and Person Specification

Landscape Recovery Project Administrator

Job Title:	Landscape Recovery Project Administrator	Reports to:	Project Manager
Location:	Office based near Bridport		
Flexibility:	There will be some flexibility over working hours and homeworking, but some office working will be expected. Attendance at occasional evening and weekend events may also be needed.		

Job Purpose

We are seeking a highly organised and detail-oriented Project Administrator to join our team on a part-time basis. In this role, you will provide vital support to West Dorset Wilding (WDW) in our implementation of the Brit Catchment Recovery Project - a Government Funded Landscape Recovery Project. This job will involve managing bookkeeping records, maintaining administrative systems and assisting with various project tasks.

Responsibilities & Duties

Responsibilities:

- **Bookkeeping and Record Keeping:**
 - Process project-related invoices and receipts for payment
 - Maintain accurate and up-to-date financial records using designated accounting software (Xero)
 - Reconcile bank statements and prepare financial reports as needed
 - Ensure adherence to all financial policies and procedures
 - Liaison with accountants as and when needed.
- **General Administration:**
 - Manage project files and documents electronically and physically
 - Schedule meetings and manage calendars for project staff as needed
 - Provide general administrative support to the project team
 - Perform other administrative duties as assigned.
- **Other roles:**
 - Office management – helping to keep our shared space a good and positive working environment
 - Communication with partners and partners agencies as needed – you may need to be the first point of contact for some aspects of the work
 - Other related tasks as so directed by the Exec Director or Trustees of WDW

Person Specification

Essential Knowledge, Skills, Experience and Behaviours

- Experience in a similar administrative or bookkeeping role
- Proven experience with bookkeeping principles and practices, including significant familiarity with at least one online bookkeeping package (Xero preferred)
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other industry standard productivity software
- Ability to prioritise multiple tasks and meet deadlines in a fast-paced environment
- Excellent organizational, communication (written and verbal), and time management skills, with a strong attention to detail
- Highest standards of honesty, integrity, confidentiality and professionalism

Desirable Knowledge, Skills, Experience and Behaviours

- Proficiency in Google Workspace including Google Drive and the Google suite of office software (Docs, Sheets etc)
- Experience of farming, or working with farmers and landowners in the UK
- Knowledge of agri-environment schemes and current issues in farming in the UK
- An interest in nature and ecosystem restoration.