



## **Job Description**

**Title: Administrative Assistant**

**Reporting to: Executive Officer**

**Organisation: Jurassic Coast Trust**

### **Background**

The Jurassic Coast Trust works with partners to support the delivery of education, conservation, arts, and science programmes along the length of the Jurassic Coast World Heritage Site. It is strongly focussed on helping people to understand and enjoy the site - local people and visitors, now and long into the future.

The Trust raises money and uses the influence of its Trustees to support the programmes, and through this process helps build strong community ownership of the individual projects and activities.

In 2007, the Trust appointed an Executive Officer who, with the development of the Trust's projects, now needs administrative support.

### **The Position**

This is a part-time position, 1.5 days (or equivalent in half days) per week, and the appointment is now urgently required. The office is based in Dorchester.

The Executive Officer attends meetings the whole length of the Jurassic Coast, so the Administrative Assistant will need to feel comfortable working autonomously on occasions when the Executive Officer is not in the office. The role is very varied and involves liaising with a number of different organisations, particularly with the Chairman's office in Lulworth, as well as the World Heritage Team at Dorchester County Hall.

### **Duties**

- creating, developing and updating a database to include membership, events, fundraising, funding details as well as general contacts
- membership support; mailing information, newsletters, press articles, general updates etc
- liaising with the World Heritage Team, Chairman's PA, publications' distributor and designer
- preparing information stand, packs and other requirements necessary for the Trust's attendance at events such as the Fossil Festival
- event support for the Trust's own events, and event attendance as required
- completion of grant and funding forms and collating funding requests
- keeping a press file and ensuring it is updated
- website amendments

- maintaining a digital image library
- correspondence, arranging meetings and some meeting support, minutes of meetings, photocopying, filing and general administrative support as requested by the Executive Officer

The Chairman's PA will continue to service the Trustees which includes preparation for Board meetings.

IT support and Press/PR support are provided by the Chairman's office.

### **Skills and Attributes**

Due to the number of different people involved in some of the projects there is considerable liaising, which involves constant reminders and chasing. Much of this will be relieved by the appointment of the Administrative Assistant although a certain patience and tolerance will be required.

#### Essential:

- database management experience and good computer literacy to include mail merges and converting Excel to Word and vice versa, printing labels, writing and generating reports from the database
- excellent organisational skills and ability to manage deadlines
- ability to work quickly and efficiently
- ability to multi-task, and prioritise
- flexible attitude
- good communication skills and the ability to work with many different types of people and organisations
- attention to detail
- an interest in the work of the Trust

#### Desirable:

- an understanding of event management
- numeracy
- experience of working in a campaign office, marketing environment, or as a busy PA/secretary

#### Technical:

The Administrator must have a good working knowledge of:

- Microsoft suite to include: Word, Outlook, Access, Powerpoint, Excel
- a basic knowledge of Dreamweaver in order to update the website will be required but training can be provided. Technical website design will not be required by the Administrative Assistant
- other packages are not essential but always useful

### **Salary**

To be advised

### **Appointment**

Immediate