

Part-Time Administration Officer – Torbay Coast and Countryside Trust

Salary: £17,000 - £17,500 pro rata (depending on experience)

Hours: 22.5 hours per week, worked over 3 days, preferably Monday, Tuesday & Friday

Status: Part-time fixed 12 month contract

Location: Occombe Farm, Paignton, TQ3 1RN (Under the current COVID-19 conditions this may be subject to alternative arrangements, for example to include part-time home working.)

Torbay Coast & Countryside Trust (TCCT), is an independent charity dedicated to looking after the most important wildlife and heritage sites across the English Riviera in Torbay, South Devon.

The Trust manages 1750 acres of country parks, nature reserves, woodland, farmland and coastline in Torbay, including Berry Head National Nature Reserve, Cockington Country Park and Occombe Farm, as well as much of the English Riviera Geopark.

As one of the Trust's main sites, Occombe Farm is a 150 acre organic farm in Paignton and is where the Trust HQ is located.

We are looking to appoint an experienced Administration Officer who will play a crucial role in our main Trust reception at Occombe Farm, welcoming members and visitors and assisting with any queries as they arise. This will initially be for a fixed 12 month contract.

As Administration Officer you will be responsible for:

- Reception duties, including answering incoming telephone calls, emails, post and assisting visitors to the office
- Assisting with the administration of Trust memberships, including member enquires, membership renewals and vehicle registrations
- Assisting with any enquiries in regards to the Trust car parks and sites
- Helping customers to book Trust events through our online booking system or over the phone
- Office Administration including ordering and communications on behalf of the Trust, managing servicing and maintenance checks for site property and vehicles
- Assisting with insurance administration across the Trust
- Occasional assistance to the HR or Business Manager with routine personnel matters
- Cashier Tasks.

What we offer:

- 22 days holiday pro rata (excluding bank holidays) increasing with length of service (to a maximum of 27 days excl. bank holidays)
- Company pension scheme
- Free parking at Trust car parks
- Staff discount in Trust operated café and shops
- Commitment to flexible working where possible.

What are we looking for?

- Experience of reception and administration work, preferably from a busy customer-focused environment
- Approachable, enthusiastic and friendly
- Experience of Microsoft Office packages is essential
- Experience of CRM is desirable
- Empathetic to the aims of the Trust
- Great communication skills
- Flexible in approach
- Attention to detail
- Fantastic organisation skills.

To apply for the position please visit our recruitment page (<https://www.countryside-trust.org.uk/vacancies/>) where you will find the job description and an application form.

For more information about Ocombe Farm and Torbay Coast and Countryside Trust, please visit <http://www.countryside-trust.org.uk/>

Closing date: Friday 18 June 2021

Torbay Coast & Countryside Trust

Registered Charity No: 1077561 Company Reg No: 03757410 Vat Reg No: 945 6807 85

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Torbay Coast & Countryside Trust is a local independent conservation charity that cares for over 1,700 acres of Torbay's most beautiful natural spaces including Ocombe Farm, Cockington Country Park, Berry Head National Nature Reserve and a host of tranquil bluebell woods, flower-rich meadows, traditional farmland and stunning coastal cliffs and pathways.