**Shallowford Trust – Administrative Assistant**

Would you like to be part of the Shallowford Trust staff team? The Shallowford Trust operates out of East Shallowford Farm which is a Dartmoor Hill Farm which provides both day and residential visits for children, young adults and families, giving them a chance to experience nature and engage in farming and conservation activities.

**Job Description:**

The administrative coordinator will be responsible for providing high quality administrative support and coordination, with some booking keeping/financial administration, working closely with the Trust Manager and the wider team.

The administration officer may be required to assist with other areas of work and therefore should be prepared to be flexible and adaptive to change.

**Required Skills and Experience:**

* Proven experience in administration and competency in use of IT systems (eg MS packages, outlook, social media, xero, on line team diary, ect)
* Experience of basic book keeping/raising invoices
* Time management and an ability to prioritise and work under pressure to tight deadlines
* Strong attention to detail and accuracy
* Strong communication skills, both orally and in writing , to a wide range of audiences
* Ability to work independently and as part of a busy team
* A flexible approach to managing a changing workload
* A positive and mature approach with integrity, tact and diplomacy, supportive of the ethos of the Shallowford Trust
* Full driving license and access to own vehicle

**Person Specification**

Please see attached document

**Working Arrangements**

The post is a part time post, of 15 hours a week. We anticipate the postholder to work in the office at least one day a week, with the balance at home, with flexible hours.

**Salary:**

£9,7000 (equivalent to £12 per hour) with pension contribution.

**Duration of Contract**

The post is an ongoing position.

**Location**  
Our office is at East Shallowford Farm, near Widecombe in the Moor .

**Equal Opportunities**

The Shallowford Trust strives to be an equal opportunities employer. We take all reasonable steps to accommodate the needs of employees

**How to apply**

If you would like to apply for this role, please submit your CV , the completed application form addressing how you meet the selection criteria to [fiona@shallowfordfarm.co.uk](mailto:fiona@shallowfordfarm.co.uk), by 15 November 2024.

The interviews are planned for the week of 25 November.

If you are a potential applicant and have further questions about this role, please contact Alison Adlam on aadlam@shallowfordfarm.co.uk