

## **Administrative Officer**

**Part Time Job Opportunity with the National Association for AONBs.**

**Areas of Outstanding Natural Beauty (AONBs) are some of the nation's most cherished landscapes. From the uplands and remote villages of the North Pennines, through the chalk grasslands and beech woodlands of the Chilterns, to the cliffs and fishing villages of Cornwall; all are different; all are special.**

The National Association for Areas of Outstanding Natural Beauty (NAAONB) is the umbrella charity for the AONBs in England, Wales, and Northern Ireland and works to develop a network of ambitious AONB partnerships with a strong collective voice, working collaboratively to deliver shared objectives. We have the principles of sustainable development at our core, and this is reflected in everything we do.

**Salary** £19,000 pro rata

**Hours** Part-Time 15 hours per week flexibly distributed.

**Location** This is a home-based post by design. We believe that by reducing travel we can maximise our contribution to sustainable development goals.

**Closing date** 22<sup>nd</sup> Feb 2019

**Interviews** will be held on 15<sup>th</sup> March 2019 (in Birmingham)

If you would like to apply, please send a cv and covering letter of not more than 400 words explaining why you would like to take up this opportunity and importantly why you feel suited to do this role to [office@landscapesforlife.org.uk](mailto:office@landscapesforlife.org.uk)

For an informal discussion about the role, please contact Howard Davies on 07576 321614

## The National Association for AONBs Job Specification

**Title** Administrative Officer

**Salary** £19,000 pro rata (plus generous pension contribution)

**Hours** Part-Time 15 hours per week flexibly distributed. This is a permanent, part-time contract

**Location** This is a home-based post by design. We believe that by reducing travel we can maximise our contribution to sustainable development goals.

**Responsible to** Chief Executive

### Key Contacts

NAAONB staff team

NAAONB trustees

AONB teams and partnership chairs

Government stakeholders

External partners

### Purpose

To provide an administrative support function to the national team and its board of trustees.

### What we are looking for

- You are driven by the values of integrity, trust, and personal responsibility.
- You have good project administration skills and you work well within a busy and responsive environment.
- You are able to hold a pivotal role, alongside other team members supporting the effective delivery of, and monitoring across, multiple areas of work.
- You are highly organised and have good attention to detail.
- You have excellent interpersonal skills, including tact, discretion and experience of liaising with representatives from external organisations.
- You have basic book-keeping and board management skills, including minute taking.

### What you will be doing

- Providing a point of first contact for general and administrative enquiries.
- Responsible for the day-to-day administration of the NAAONB, liaising with AONBs, their JACs and authorities, and directing more in-depth queries to the appropriate NAAONB staff.
- Providing administrative support to the Chairman and the Chief Executive of the NAAONB and coordinating support for other NAAONB staff members.
- Organising meetings and associated paperwork including minute taking for the NAAONB Board of Trustees and other similar meetings.

### The National Association for Areas of Outstanding Natural Beauty

Belmont House, Shrewsbury Business Park  
Shrewsbury, Shropshire, SY2 6LG  
office@landscapesforlife.org.uk  
Twitter @NAAONB

- Co-ordinating electronic mailouts to the members and/or committees of the NAAONB and any other interested parties.
- Supporting the administration of our annual national conference.

**What we are offering**

- 24 days' holiday (pro rata) plus Bank Holidays
- A progressive and supportive team environment
- A generous employer pension contribution
- Flexible working arrangements
- The opportunity to make a real contribution to the UK environment and the benefits it brings to society.

**Education, experience and other abilities**

The postholder must have

- strong organisational and scheduling skills
- good written and verbal communications skills
- knowledge and experience in the use of Microsoft Office

and must be

- numerate and have basic budgeting skills
- a good time-manager
- willing to work flexibly.

January 2019