



Cumbria
Wildlife Trust

Person Specification

Post Title: Get Cumbria Buzzing Administration and Finance Officer – Grade 7

1 Qualifications & Experience:

The post holder will be expected to have qualifications and recent and relevant experience in the following areas:

		Essential	Desirable
1.	Good general level of education (A level or equivalent standard).	•	
2.	Driving Licence.	•	
3.	A degree or formal qualification.		•
4.	First aid qualification.		•

2 Knowledge & Skills:

The post holder will have the following knowledge and skills:

		Essential	Desirable
1.	Experience of working in an administration and finance role.	•	
2.	Experience of working in partnerships and with other teams, partners and individuals to achieve shared objectives.	•	
3.	Excellent face-to-face and written communication skills.	•	
4.	An understanding of managing and reconciling budgets.	•	
5.	Concise, giving an attention to detail.	•	
6.	Computer literate with Microsoft Office applications.	•	
7.	Experience using different kinds of promotional media including social media.	•	
8.	Preparing and submitting funding reports and claims.	•	
9.	Experience of working in the Nature Conservation sector.		•
10.	Methods of evaluating projects.		•
11.	Experience of organising events.		•
12.	Experience of working with volunteers.		•
13.	Understanding of the National Lottery Heritage Fund grant reporting process.		•
14.	Health and safety legislation and practice.		•
15.	Knowledge of pollinators and nature conservation.		•
16.	Familiar with the west coast of Cumbria.		•

3 Personal Qualities

The post holder should possess the following:

		Essential	Desirable
1.	Willingness to work on own initiative with a 'can do' attitude.	•	
2.	Determination to succeed and focused on the task in hand.	•	
3.	Ability to work independently or as part of a team.	•	
4.	Well organised, able to prioritise work and meet deadlines.	•	

5.	Friendly and helpful attitude.	•	
6.	Enthusiastic and able to enthuse others.	•	

Terms and Conditions

1. Salary: £21,481 plus pension contribution of 9% (Year 1 – Grade 7) based on a 35 hour week. £8,592.40 for a 14 hour week.
2. Duration of post: July 2019 until 31 March 2022. All employees new to Cumbria Wildlife Trust undertake a probationary period of 6 months, in which time they are expected to establish their suitability for the post.
3. Hours per week: 14 hours, normally worked between 9.00 a.m. to 5.00 p.m, Monday to Friday. Some out of hours work may be required, for which time off in lieu is given.
4. Holidays: 28 days per annum, including public holidays. (pro rata to 35 hours per week.) After 1 year's continuous employment with the Trust, employees are entitled to an extra day's holiday entitlement for each subsequent complete year of service, up to a maximum of 5 extra days. For employees working less than 35 hours per week this entitlement is calculated on a pro-rata basis in relation to contractual hours.
5. Place of work: Cumbria Wildlife Trust offices at Gosling Sike, Houghton Road, Houghton, nr Carlisle, Cumbria, CA3 0LD.
6. Applications: Completed application forms should be returned with a covering letter outlining the candidate's suitability for the post, to Claire Ladell, Senior Personnel Officer, Cumbria Wildlife Trust, Plumgarths, Crook Road, Kendal, Cumbria, LA8 8LX or by email to admin@cumbriawildlifetrust.org.uk.
7. Only short listed candidates will be contacted. If you have not heard anything within 14 days of the closing date, please assume your application has not been successful.
8. Closing date for applications is **5pm on Wednesday 29 May 2019**.
9. Interviews will be held **w/c 10 June 2019**.
10. Any further enquiries should be directed to Tanya St. Pierre (Get Cumbria Buzzing Project Manager) of Cumbria Wildlife Trust at the above address or ring 01228 829579.

We would like to say a massive 'thank you' to our funders:

The National Lottery Heritage Fund, Highways England, Allerdale Borough Council, Solway AONB, Cumbria Waste Management Environment Trust, and Cumbria Local Nature Partnership.

Administered by Cumbria Community Foundation, additional funders include Robin Rigg West Cumbria Fund, Fairfield Wind Farm Community Benefit Fund, Winscales Moor Community Benefit Fund, and United Utilities Legacy Fund.

Developed by Cumbria Local Nature Partnership, and delivered by Cumbria Wildlife Trust, Get Cumbria Buzzing is a partnership project that includes the following organisations:

