



5th December 2018

Dear applicant,

Office Administration Assistant

Thank you for your interest in this post. Please find enclosed some background information to help you decide whether to apply for the position.

Applicants will be assessed on their ability to meet the criteria listed in the Person Specification. Please do not send a CV. Use the application form to show how you meet the criteria.

Enclosures:

- Background information on the project and the Permaculture Association
- Job description and person specification
- Application form
- Equal opportunities monitoring form

If you would like to apply, please note that the closing date for receipt of applications at our office in Leeds is 9am Monday 21st January 2019. All applications must be received by email saved as either a .doc or .pdf file.

Shortlisted candidates will be informed by phone on Thursday 24th January so please ensure that you provide us with a phone number on which we can reach you on this date. We will contact unsuccessful candidates.

Interviews will be held on Wednesday 30th January 2019 at the office in Leeds.

Please note we would like the successful applicant to start as soon as possible.

If you wish to have an informal discussion about the post, please contact Helen on finance@permaculture.org.uk, or phone the office on 0113 2307461.

Yours faithfully

Andy Goldring
Chief Executive

ethics • principles • design • action

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BCM Permaculture Association, London WC1N 3XX - Company no. 05908919 Charity no. 1116699 SCO41695

About the Permaculture Association

The Permaculture Association is an education and research charity that supports individuals and groups to learn about and use permaculture. Permaculture is an ecological design approach to creating sustainable settlements and systems.

We offer a wide range of activities and services that support individuals and groups:

- The national office, which is based in Leeds, provides expert advice, networking contacts, information and support, via phone and email. Over 5000 enquiries are handled each year.
- The membership scheme works to inform, support and network between practitioners and groups in Britain. There are currently over 1450 members.
- Our newsletter Permaculture Works gives updates on news and projects.
- We run an annual conference, a national diploma gathering, Annual General Meeting and other events.
- We support the development of permaculture education and training.
- We operate a popular set of websites, which have over 10,000 visitors each month.
- We run the Diploma in Applied Permaculture Design.
- We work closely with a wide range of organisations and networks.

How we are structured

- We are managed by a Board of Trustees, who are all members of the Association, that are elected at the AGM.
- We currently employ over 20 part-time staff, most of whom work remotely and some of whom work at our office in Leeds. We are supported by regular volunteers from the Leeds area and a large number of supporters across the UK.
- We are an evolving organisation with a culture of trying out and adopting successful tools and systems to best deliver our work.
- The Chief Executive takes on day-to-day responsibility for the running of the charity.
- We have a number of working groups that focus on specific aspects of work.

About this post

The Office Administration Assistant will help maintain our administration systems and support the staff in running the office smoothly and efficiently.

Responsibilities are outlined in the Job Description.

We are a small team and we really want someone who is conscientious and well organised, able to be flexible, responsive and positive, and prepared to work hard.

Thank you for your interest.

Job description

Job title: Office Administration Assistant

Salary: £18,000 pro-rata (£2432 per annum / £46.77 per week)

Hours: 5 hrs per week (13.5% fraction of 37 hour week) to be worked on a flexible basis.

Duration: Permanent post, after an initial trial period.

Holiday entitlement: 32 days including Bank Holidays pro rata.

Sickness provision: according to statutory requirements.

Job sharing: this post is not suitable for job sharing.

Place of work: This post is based at the Permaculture Association's office in Leeds (Hollybush Conservation Centre, Broad Lane, Leeds, LS5 3BP).

Responsible to: The Chief Executive and Board of Trustees. Line managed jointly by the Finance, Membership and Diploma Coordinators.

Working with:

- Membership coordinator, Finance coordinator, Diploma coordinator, and other members of the team.
- Permaculture Association members and the wider UK permaculture network.

Job Purpose:

- To assist in supporting the staff of the Association with good quality administration and the everyday smooth running of the office

Duties: The following list is indicative and may not be fully comprehensive. Some duties may change to reflect the skills and aptitude of the post-holder. Changes will be discussed with the post-holder.

General administration

- Basic admin support for membership, diploma and events, including data entry.
- Supporting staff to prepare for events, including assembling and tidying away events kits.
- Taking answerphone messages and answering the phone.
- Scanning, printing and photocopying.
- Processing orders, sending out books and keeping a record of stock.

Finance support

- Support the finance coordinator with data entry and updating records, including data from Worldpay, Paypal, Gift Aid, direct debits and standing orders.

Office maintenance

- Keeping the office clean and tidy.
- Filing paperwork.
- Organising office supplies and maintaining stock lists.
- Organising mail-outs of newsletter, including envelope stuffing and franking.
- Sending out post and using the franking machine.
- Opening and filing post.
- Maintain the Permaculture Association library, keeping the database up-to-date and ensuring items are filed correctly.

Other Responsibilities

- Attend meetings as required.
- Attending events to support other staff.
- Prepare for and attend supervision sessions with the Finance Coordinator.
- Assist with general duties and represent the Association at events as and when appropriate.
- Undertake other duties as agreed with the Chief Executive.

General duties:

- All staff are expected to work within and to promote the aims and objectives of the Association, and present a positive image of the Association to members and the public.
- All staff are expected to work within the Equal Opportunities framework, and to promote good practice through their work.
- Team working and a flexible approach are essential.
- Training will be provided to enable the post-holder to better deliver the key tasks and to aid personal development.
- All staff are expected to take responsibility for their own safety, and to ensure that colleagues and visitors are not exposed to danger.
- All staff are expected to abide by the Association's policies and ethos at all times.

Person Specification

| | Essential | Desirable |
|----------------------|---|--|
| Qualifications | <ul style="list-style-type: none"> • GCSE level Maths and English | |
| Experience of | <ul style="list-style-type: none"> • Keeping your own work organised • Able to communicate with different kinds of people | <ul style="list-style-type: none"> • Following routine procedures in a work setting • Experience of providing members of the public with information |
| Knowledge and skills | <ul style="list-style-type: none"> • Good literacy and numeracy skills with attention to detail • Competent with word-processing • Ability to learn how to administer office systems • Ability to plan and organise • Ability to make a good cup of tea! | <ul style="list-style-type: none"> • Competent with spreadsheets • Experience of using databases and data entry • Familiar with using email • Familiar with office equipment |
| Personal attributes | <ul style="list-style-type: none"> • Honest and reliable • Self-motivated, able to take initiative and to meet deadlines • An interest in environmental and development issues | <ul style="list-style-type: none"> • Sense of humour |

Please note that the job will be subject to an initial trial period based on a review at 3 and 6 months.

Send your completed application form to finance@permaculture.org.uk