

Senior Administrator Project Assurance

Grade: 7

Directorate: Wetland Conservation

Location: Slimbridge

Reporting to: Project Manager (Assurance)

Main function of post: To assist with the implementation, maintenance and operation of effective and efficient systems and procedures to assure conservation projects, including providing administrative support to individual projects.

Supervisory responsibilities: None

Responsibilities of the post

1. To provide comprehensive and high-level administrative support that facilitates and supports excellent project tracking throughout the lifecycle from idea/concept, through delivery, to closure and learning.
2. To support the Project Manager (Assurance) in logging, assessing and tracking projects and that information is consistent across Conservation, Fundraising and Finance systems.
3. To provide administration support to the Project Manager (Assurance) and Head of Wetland Services in ensuring the smooth running of the Conservation Project Assurance meetings, in reporting risks, issues and progress to the Director of Wetlands Conservation and in maintaining systems that help with capacity planning.
4. To provide project management administration support to a suite of projects as directed by the Head of Wetland Services. This support will be determined through individual agreements for each project but is likely to include, though not be limited to: support with project documentation (e.g. budgets, project plans approval documentation and risk information); working with Philanthropy & Partnerships Department on grant claims; purchases and invoicing; booking meetings and coordinating travel plans and recording approvals.
5. To follow and comply with WWT's financial processes and procedures for the delivery and supply of goods and services. As requested, to order goods and help to ensure that all items of expenditure are promptly passed to the Finance Department for payment and where required, record details of expenditure on a tracking system and ensure that file copies are retained for all items of expenditure related to restricted funds.

6. To assist with the induction of new members of staff, students and volunteers within the Conservation Directorate to ensure that they have all that they need to operate as effectively as possible.
7. To work alongside volunteers, encouraging, developing and supporting them in their work for WWT, ensuring that they have a positive volunteering experience.
8. To be responsible for working within the WWT health and safety policy and guidelines ensuring that the health, safety and wellbeing of yourself and others is an integral part of how you work.
9. To be responsible for engaging with the WWT Sustainability Statement, being aware of negative environmental impacts and incorporating sustainable ways of working within your role.
10. To ensure that in the course of your work you adhere to the WWT Data Protection policy and standards.

In addition to the duties and responsibilities listed above, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: 11th June 2021

Amended: 5 September 2025

Person Specification

1. Qualifications

Essential:

- Good general education to at least 'A level' standard, or equivalent (including GCSE or equivalent in English Language).

Desirable:

- Qualification in business administration/management of office systems and/or bookkeeping/accounting.

2. Experience

Essential:

- Significant experience in working as an administrator in a busy environment, including the management of simultaneous tasks.
- Demonstrable ability to set up and coordinate internal and external meetings, with high profile and senior people.
- Experience of liaising and co-operating with a wide range of people at all levels of the organisation and a wide range of external parties.
- Demonstrable experience and proficiency in a wide range of secretarial skills including the use of Microsoft Office software (Word, Excel, Outlook, PowerPoint, Teams), minute taking and writing correspondence.
- Experience of accounts and budgetary procedures

Desirable:

- Experience of using timesheet and project management systems
- Experience of using an e-Finance system
- Experience of working in a project environment

3. Managerial & Supervisory

Essential:

- Not applicable.

Type of staff	Number managed	Number supervised
Employed Staff	0	0
Volunteers / Casual Workers	0	0
Contractors	0	0

4. Responsibility

Essential:

- To ensure the smooth running of administrative, secretarial and other office management support to all Conservation Project Assurance functions.
- Ability to take responsibility for own workload and prioritise time accordingly, whilst assisting the Project Manager (Assurance) as required and to be able to make appropriate decisions in their absence.
- Excellent self-management skills to work independently, autonomously and as part of a team, using own initiative and being flexible and adaptable.
- Ensure compliance with WWT's financial processes and procedures.
- Ensure compliance with WWT's health and safety policies.

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (sign off level)	£500
Project Size (normally managed)	N/A
Cash Handling	£250
Assets (required for job, exc. buildings)	N/A
Visitors (per annum)	N/A

5. Creative Ability

Essential:

- Able to deal with urgent situations in the absence of relevant member of staff.
- Able to deal with queries in the absence of the Project Manager (Assurance).
- Able to draft and prepare correspondence on behalf of the Conservation Project Assurance team as required.
- Able to set up and operate effective systems in order to ensure that Conservation Project Assurance, and individual projects, run smoothly and efficiently.
- A problem-solver, able to find solutions to issues and challenges that arise in WWT projects.
- Attention to detail and able to spot, question and resolve errors and anomalies.
- Ability to plan and organise effectively and to juggle priorities appropriately and with limited guidance.
- Ability to respond and to react to changing circumstances on a regular basis and to address and adapt to the consequences of change.

6. Contact

Essential:

- Ability to communicate professionally both in writing and verbally, composing correspondence and emails with fluency.
 - Ability to deal with people at all levels both within WWT and outside of WWT with academia, NGO's and government agencies in both the UK and overseas.
 - Ability to communicate and get on well with all colleagues, clients and the public generally.
 - Ability to deliver agreed priorities, independent of day-to-day supervision.
 - To operate with personal integrity.
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