



**Red Squirrel
South-West**

redsquirrelsouthwest.org.uk
charity no. 1138484

Part Time Charity Administrator Role

Red Squirrel South West (RSSW) is looking for a self-employed part time administrator (approx. 22.5 hours per week) to start at the beginning of 2021.

The overall purpose of this role is to complete the day-to-day administrative jobs, coordinate fundraising and supporting the project coordinator in developing and growing the charity. The charity's ultimate objective is to see the reintroduction of the red squirrel to the south-west peninsula and coordinate and manage the effective clearance of grey squirrels in the area.

Please note, this role is offered on a self-employed basis, at a salary of £12 an hour for 22.5 hours per week.

Key duties

- General administrative duties such as filing, answering emails, scheduling
- Maintaining and expanding a database of interested individuals, volunteers and organisations
- Approaching potential donors and maintain donor database
- Writing grant applications
- Liaising with external agencies, including voluntary sector organisations, the media, business contacts, graphic designers, printers, trustees and other stakeholders
- Supporting the project coordinator in various aspects such as coordinating volunteers, meeting targets, organising and attending meetings
- Collating information and materials as requested by fundraisers, volunteers and supporters
- Organise and run events – e.g. conference, seminar, fundraising dinner
- Creating materials such as presentations, leaflets, videos etc
- Supporting the social media coordinator as required
- Updating website
- Managing day-to-day charitable accounts, including ongoing profit and loss and year-end accounts
- Managing gift aid contributions

Exmoor National Park project

RSSW is about to start an exciting new project with Exmoor National Park regarding grey squirrel clearance. The administrator's role would also be involved in this by organising and attending meetings in North Devon, possibly coordinating trappers, fundraising, creating and distributing materials and liaising with the public.



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Candidate skills:

Essential

- Competent self-management, time-keeping and organizational skills
- Ability to use own initiative; work with minimal guidance; manage own workload and that of others
- Competent 'customer service' skills on telephone, in writing and in person
- Commitment to, understanding, and sensitive communication of, our work and values
- A high standard of spoken and written English; able to present a case clearly and passionately
- Competent numeracy
- Meticulous; high degree of accuracy and attention to detail
- Competent IT skills, specifically Microsoft Office
- Enthusiastic and positive attitude; flexible and adaptable
- Collaborative team-player who will get involved in whatever needs to be done to achieve the charity's objectives.
- A valid UK driving licence and access to a car (Mileage expenses will be agreed and paid by the charity)

Desirable

- An understanding/experience of red squirrel conservation and grey squirrel clearance
- A degree (or equivalent) in biological sciences or conservation.
- Experience in the wildlife charity sector

If you would like more information on this role or details on how to apply please email Charlotte Gannon on [rswproject@gmail.com](mailto:rsswproject@gmail.com)