

LINCOLNSHIRE WILDLIFE TRUST

APPOINTMENT OF RECEPTIONIST & OFFICE ADMINISTRATOR

Lincolnshire Wildlife Trust operates throughout the historic county of Lincolnshire. It is one of 46 in The Wildlife Trusts partnership which together cover the whole of the UK. The Trust's principal objectives are to safeguard wildlife and wild places and to promote understanding and enjoyment of the natural world and the need to conserve it.

Lincolnshire Wildlife Trust manages around 100 nature reserves covering around 8,500 acres and has a staff complement of around 70, with 25 based at its headquarters in Horncastle and the remainder outposted around the county. The Trust has an annual turnover in the region of £3.0m and a membership of over 28,000.

As a voluntary organisation great importance is attached to the work of volunteers who are involved in all aspects of the Trust's work. There are in the region of 1,500 regular volunteers, including 16 Area (member) Groups located throughout the county.

General Duties

Based at the Trust's headquarters, the Receptionist & Office Administrator will provide reception cover and administrative support to the office. The full range of duties is set out in the job description (see document J319-020).

Conditions of Employment

This is a permanent full-time (35 hours per week) post. The hours of work will be 9.00 am to 5.00 pm, Monday to Friday. The salary offered is circa £18,000 per annum (dependent on experience) plus a contributory pension scheme and sickness and disability benefits. The annual leave entitlement is 23 days plus three discretionary days at Christmas.

Person Specification

Candidates should have experience of providing reception cover and admin support and be experienced with Microsoft Office with a good working knowledge of Word and Excel. Further requirements for this post are detailed in the person specification (see document J319-021).

Applications

Candidates should complete all sections of the application form provided and return it along with a short hand-written letter. Curriculum Vitae (CVs) will not be accepted as a substitute for the application form.

Applications should be marked 'Confidential' and addressed to: Chief Executive, Lincolnshire Wildlife Trust, Banovallum House, Manor House Street, Horncastle, LN9 5HF to arrive not later than 10.00 am on Wednesday 20 February 2019. Acknowledgement of applications will be made only if a stamped addressed envelope is enclosed.

Interviews will be held at Banovallum House, Horncastle on Friday 1 March 2019. Only those candidates selected for interview will be notified. If you do not hear from us by Tuesday 26 February 2019 you should assume that your application has been unsuccessful. Approved interview travel expenses up to £100 will be paid.