



JOB DESCRIPTION

LOCATION	- To be decided
JOB TITLE	- Admin Assistant
RESPONSIBLE TO	- Clocaenog Forest Wind Farm Fund Manager
WORKING WEEK	- 21.5 hours per week

MAIN TASKS

The Admin Assistant is responsible for supporting the promotion and administration of the Clocaenog Forest Wind Farm Fund, as directed by the Fund Manager. In particular the officer will be responsible for:

- Providing full administrative support to the Clocaenog Forest Wind Farm Fund Manager.
- Working closely with the CVSC grants team.
- Taking minutes and notes at various meetings
- Organising panel, sub-groups and any other relevant meetings that may arise
- Organising drop-in sessions and funding surgeries to enable discussion and / or promotion of the fund – these could be with invited groups or the wider general public
- Accepting, noting and responding to basic funding requests via email, letter and telephone as and when required
- Maintaining files and databases on funded projects, keeping all project files up to date
- Supporting the Fund Manager with press releases, social media and website updates
- Attending meetings and events as required



- Arranging translation of all documents and organising simultaneous translation services at all panel meetings
- Any other duties that may be required by the Fund Manager which are consistent with the duties and responsibilities of the post.

SKILLS, EXPERIENCE & KNOWLEDGE REQUIRED

- Relevant experience or professional qualification
- Conversant with rural life / rural issues
- A high standard of communication and written skills in Welsh and English
- Computer Literacy including expertise with Windows based/Office packages
- Ability to work under own initiative, to deadlines and under pressure
- Knowledge and experience of working with Voluntary Sector organisations
- Experience of working with rural communities and volunteers
- Clean current driving licence and access to a vehicle
- Excellent communication and presentation skills
- Great interpersonal skills

SALARY AND CONDITIONS OF SERVICE

Salary in the region of £13,313 per annum

Pension: Local Government pension scheme or private pension option available.

New entrants to the company are subject to a probationary period of 6 months. Period of notice to terminate employment is one months' notice on either side.