

**Action in rural Sussex**

(Charity name: Sussex Rural Community Council)

**Job Description**

**Title: Administrator – Queen’s Green Canopy (2 days per week)**

**Salary Scale: Pro-rata FTE £24,000 Per Annum**

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**Purpose of the post:** To assist the QGC Planning Group in the promotion implementation and recording of tree planting under the Queen’s Green Canopy across the ceremonial county of East Sussex i.e. including Brighton and Hove by working both sensitively and lawfully in collaborating with landowners and Public authorities to encourage the planting and recording of trees

**The Role:** A flexible part-time post averaging two days per week promoting, administering, implementing and recording the Queen’s Green Canopy tree planting program.

**Accountable to:** QGC Planning Group and Action in rural Sussex

**Staff responsibilities:** None

**Key Accountabilities:** The post-holder will be responsible for:-

* To act as an executive secretariat for the project in developing, promoting and recording the Tree Planting Project across the County in accordance with a strategy agreed with QGC and AirS.
* To report to the QGC planning group and AirS as to the actions taken by the secretariat in such promotion. By organising meetings, taking minutes, producing and circulating them.
* To develop and maintain a database of contacts within the QGC programme.
* To map groups, assets, woodlands and open spaces that have potential to be used in the project.
* duties, e.g. answering emails, internet research, circulating documents among the team, photocopying and producing standard letters.
* Answering the telephone, taking messages, dealing with them where possible or passing them on and ensuring that someone responds.
* Providing flexible, efficient administrative and secretarial support to the QGC team.
* Providing admin support for community engagement events, consultations and surveys.
* Providing admin support for any training initiatives
* Liaising with external partners (digital solutions providers, Parish Councils, community groups, etc.) to ensure effective partnership working

**Health & Safety:** To uphold AirS Health and Safety requirements, particularly by following agreed codes of practice and safe methods of working.

**Equal Opportunities:** To uphold AirS Equality of Opportunity Policy.

**Statement of Flexibility:** This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence. Staff team-working and individual personal development are key to AirS’ success in delivering its business aims and objectives. All staff will therefore be expected to have a flexible attitude in responding to new priorities and opportunities as they arise.

**Hours per week: 14** hours a week on average. Monday to Friday with possible occasional evenings or weekends. Hours/days can be discussed at interview.

**Location:** This post is based in our office in Lewes. Some home working may be possible.