



Going Wild In Bishop's Castle

Administrative and Communications Officer

Pay: £22,308 per annum pro rata (£6692.40 for 2025/26)

Job type: Fixed term contract

Shift and Schedule: 2 days a week, with fixed Mondays

Location: Enterprise House, 22 Station Street, Bishop's Castle, SY9 5AQ

Benefits:

- Annual leave
- Free on-site parking
- Funded training opportunities available

Full job description

Administrative and Communications Assistant

Fixed-term contract (2 years)

£22308 per annum, pro rata

24 month contract, with 6 month review period

15 hours a week, 9 am to 5 pm Monday-Friday, though additional days where required for event delivery, for which your time is accrued as TOIL (Time Off In Lieu).

17 days annual leave plus bank holidays pro rata

Our project is looking for a detail-oriented Administrative and Communications Assistant to provide administrative support to our Project Coordinator. The ideal candidate for this position will demonstrate strong organisational, communication and interpersonal skills and has experience working in an office environment. The Administrative Assistant's primary responsibility is to ensure that all project paperwork is complete and filed according to our host charity's policy.

You'll be supporting the Going Wild in Bishop's Castle project, which looks to improve habitat connectivity to increase biodiversity within the parish of Bishop's Castle. We manage several groups of volunteers and wildlife groups, which will constitute the majority of the

'admin' portion of your role. We also run a series of events and talks, and a monthly 'Kids Club'.

Responsibilities.

- Answer emails and greet stake-holders politely
- Accurately answer questions from participants
- Distribute information and collect Data efficiently
- Perform clerical duties.- Manage work certifications
- Programme social media posts and promotional materials
- Generate content for the website (training will be provided)
- Assist in setting up public events

Job Type: Part-time

Pay: £22308 per annum pro rata

Benefits:

- Annual leave
- Free on-site parking
- Funded training opportunities available

Schedule:

- Monday to Friday (Mondays 'fixed', second day negotiable)

Education:

- A-Level or equivalent (preferred)
- Business Communications Studies/ICT training

Experience:

- Administrative/office work: 1 year (required)
- Familiarity with basic Microsoft packages including Publisher and Excel
- Experience of hosting social media for organisations

Language:

- English (required)

Licence/Certification:

- Drivers Licence (preferred)

Work authorisation:

- United Kingdom (required)

Work Location: In person

Application deadline: 14th April

Reference ID: Admin