

JOB DESCRIPTION	Conservation Administrator
Location	Horncastle
Responsible to	Head of Conservation
Responsible for	Temporary staff, volunteers and contractors
Job Purpose	To support the Head of Conservation on grant claims, general Department finance, Department events, administratively supporting delivery of key workstreams, maintaining audit trails and co-ordinating reports.

KEY TASKS

- A. Collate grant claim paperwork from project staff, file appropriately, maintain audit trail and prepare documentation for submissions including timesheets to inform quarterly journals internally of salaries, where required.
- B. Support the financial and written reporting to grant bodies for the Conservation Department, and support any application processes for the Department, as appropriate on request.
- C. Prepare invoicing information to go to Finance Department for income generation and prepare payment slips to accompany invoices to be paid from Conservation budget codes, securing authorisation from the Head of Conservation and processing through to Finance Department.
- D. Collate and check Department's monthly travel and subsistence claims and secure authorisation from the Head of Conservation and process through to Finance Department.
- E. Co-ordinate equipment, kit, event and accommodation bookings and orders for Department.
- F. Co-ordinate collation of annual statistics to input to Lincolnshire Wildlife Trust and the Royal Society of Wildlife Trusts annual reporting for the Department.
- G. Help co-ordinate general enquiries for the Department, developing standard response templates and processes.
- H. Annually review the Conservation Department's website pages securing updates from the Department where required, co-ordinate the Department's annual event calendar and input to the Trust's events co-ordinating with the Public Engagement and Communication Department.
- I. Provide secretariat to the Department for various internal and external meetings maintaining action logs, key decisions and discussion points.
- J. Support volunteer, placement and intern programmes.

- K. Support the Department's lead for Health and Safety, Department staff and Trust's Health & Safety Team in ensuring compliance in our activities including the monthly checks for Department vehicles and maintaining MOT, Road Tax, etc.
- L. Comply with the Trust's General Policy on Health and Safety and in accordance with specific policies and codes of practice for sites, risk assessments, procedures and best practice as amended from time to time.
- M. Undertake other reasonable duties from time to time in addition to the above normal duties.