

JOB DESCRIPTION

Job Title: Administrator - Badger Forest School

Start Date: Aug 2022

Location: This is a remote working position.

Hours: This is a flexible role of 10 hours per week

Responsible to: Director

Type of Contract: Freelance

Rate: £15 ph



OVERVIEW - Badger Forest School

At Badger Forest School, we aim to *connect people with nature and with each other* by encouraging them to learn together in an outdoor environment. We inspire our children to care for the environment and nurture their self-confidence as they develop practical life skills.

We are a team of highly qualified educators. We have a Learning Partnership with Forestry England at Cardinham Woods, Bodmin. We have a sister company, Choose Nature CIC and they operate out of Higher Wheal Martyn, St Austell.

This short film shows our beautiful woodland site at Cardinham Woods
<https://www.youtube.com/watch?v=5Pc-tM4bwGo>

JOB ROLE

Administrator - Badger Forest School

The administrator will co-ordinate, maintain and develop the processes for Badger Forest School finances and communications. The focus will be on creating systems that grow with our business and work well with our team, partners and customers.

The ideal candidate will have experience of using Xero (or similar accounting software) to track, process, and issue invoices from our freelance team members and partner organisations.

They will have knowledge or ideas around implementing effective processes to co-ordinate the team calendar, diary and general communication.

They will have the team-working skills to create the Badger Forest School marketing campaign promoting our key message to local families, schools and organisations to increase awareness of our work and offers.

Trustworthy, competent and methodical, they will be highly organised and responsible, with a can-do attitude and an eye for detail.

This role is an excellent opportunity for someone who would like to help shape the infrastructure of our growing business and work closely with a passionate and dynamic team.

KEY RESPONSIBILITIES

- To be a central point of contact for our customers, partners and schools. Administrating the Badger Forest School email, work phone, and website booking system (Bookeo).
- To ensure invoices are created, delivered and paid on time. Working closely with those schools and groups participating in Badger Forest School programmes and freelance team members.
- To administrate a central database of information relating to Badger Forest School programmes storing booking forms and reports on DropBox.
- To work closely with the team to create a calendar/rota for inputting freelance teacher hours ensuring all Badger Forest School sessions are staffed appropriately.
- Point of contact for Badger Forest Marketing - developing and revising our Offer Pack and communicating this out to schools and groups to promote Badger Forest School services.
- Creation and maintenance of the seasonal Badger Forest School e-Newsletter building Mailchimp database from Bookeo platform.
- Creation of social media calendar and co-ordinating information for updating Facebook page including; collecting images and key info from session leaders, themes from curriculum planning, key celebration dates, new programme offers and activities.

- To represent Badger Forest School and our values in your general conduct communication and in your dealings with all stakeholders.
 - To work closely with the wider team to create a desirable working environment to support the delivery of Badger Forest School's strategic aims.
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KNOWLEDGE, SKILLS AND QUALITIES REQUIRED

- Excellent written and oral communication.
 - Excellent organisational and time management skills with ability to prioritise and plan workload effectively.
 - Excellent interpersonal skills, with the ability to communicate effectively in a team of remote workers.
 - Experience of using accounting package Xero (or similar accounting package)
 - Co-ordinating solutions to improve efficiency and ease the flow of communication.
 - Experience of digital marketing techniques and content creation, including e-newsletters, social media posts, etc.
 - Knowledge/training of database security and relevant GDPR processes.
 - Good IT skills including intermediate knowledge of Office 365, Excel, Word, Facebook, Dropbox, Mailchimp.
 - An interest in outdoor learning and a desire to build this understanding into the business processes.
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TO APPLY: The deadline is **Friday 22nd July 2022**

Please send us

- A CV including 2 references

AND ONE OF THE FOLLOWING.

- A letter that is no longer than 2 sides.

or

- A video that is no longer than five minutes.

What should you include in your application?

Working from the information in this job description:

- Tell us why you want to be part of the Badger Forest School team.
- Referring to the job description, give us details of the qualities and experiences you would bring to the role.

Our email address is: **info@badgerforestschool.co.uk**

We will review all applications and make a shortlist. We will let you know whether we would like to invite you to an interview by **27th July 2022**. Interviews will take place **1st and 2nd Aug**.

We will ensure we meet the access requirements of all candidates invited to interview. Interviews can be conducted remotely or in-person