

Job Description

Access to Eden Project Assistant (Administration and Finance)

Location:	Penrith, Cumbria
Contract:	2 days per week, 15 hrs per week Fixed term contract to 31 March 2028
Reports to:	Access to Eden Project Manager
Direct reports:	None
Salary Range:	£26,500 pro rata, per annum

Purpose of job

The Project Assistant will provide essential support to the Access to Eden Project Manager in managing the administration of this large complex partnership project (13 project partners) and work closely with ERT's existing finance team. They will support financial and budget management, claims and reporting, partner liaison, engagement events associated with the project, plus administration and coordination of activities.

This post is office based but can be very flexible in terms of days worked in the week and splitting fewer hours across more days. There may be periods when the work is more intense (around quarterly reporting) and other periods when it is less so.

Background

Eden Rivers Trust (ERT) has been awarded a grant from The National Lottery Heritage Fund to deliver a £2m+ project called **Access to Eden: Breaking barriers, building bridges**.

The project vision is to break down the physical, social and cultural barriers that prevent people from accessing the natural heritage of Eden, and build the bridges to give them the confidence to enjoy and help protect our blue and green spaces.

The Access to Eden Project partnership (13 partners) will do this by enhancing eight natural heritage sites in the Eden that will benefit people and wildlife: improving accessibility on seven of those sites; working with communities to enhance wildlife habitats on five of sites; and delivering targeted engagement programmes on all of the sites to support underserved communities in their use of them.

Additionally, seven programmes will operate within and between those sites, linking up across the whole project area. These specific programmes - for young people, about solutions to environmental problems, enabling cultural exchange, providing access information and promoting wellbeing; will provide opportunities for those same communities, wherever they are in the catchment, to explore, enjoy and care for the Eden landscape beyond their own doorstep. Together we hope to build a Community Conservation Network for the Eden.

Key Responsibilities:

Project Finance Support

- Ensure Access team members process and record invoices and expenses accurately and in a timely fashion.
- Liaise with the ERT accounts department to ensure that project expenditure is recorded accurately and replicated in ERT's wider accounting records.
- Ensure that a clear and well-ordered paper trail exists for audit purposes.
- Support the Project Manager in ensuring team members and project partners produce accurate quarterly narrative and financial reports supported with evidence where appropriate and to project deadlines.
- Provide support in the production and submission of quarterly narrative and financial claims evidence to the National Lottery Heritage Fund and Project Steering Group.
- Support the Project Manager in their management of the project cash flow.

General Administration

- Support coordination of community engagement events.
- Support coordination and administration for campaigns, such as volunteer recruitment, and the *Gaps and Gates* community fund.
- Liaise with partners to develop the Community Conservation Network and how we can improve collaboration.
- Provide general support to the Project Manager in administrative tasks to enable smooth project delivery, meetings management (particularly team, Steering Group and funder meetings), including minute taking and team coordination.
- Attend staff and team meetings and take on general office responsibilities as allocated to every staff member.
- Maintain an efficient filing system.
- Undertake other duties from time to time as reasonably requested by the Chief Executive, working with the wider ERT team

Person Specification

Essential

- Educated to a minimum of Level 3 NVQ/A Level.
- Experience of managing project budgets and of processes required for invoicing, grant claims and reporting.
- Experience of using financial packages such as QuickBooks and Microsoft Office packages.
- Experience of administration support in a team environment.
- Understanding of cashflow.
- Highly organised and able to multi-task and prioritise workload effectively.
- Able to deal with a wide range of people in a helpful and professional way.
- Excellent attention to detail.
- Mature in outlook, able to communicate appropriately to maintain healthy cross organisational working relationships.
- Committed to equality, diversity and inclusion.

Desirable

- An interest in rivers and the natural environment.
- Experience of working in a charity.

Looking after our staff

Annual leave Full-time employees are entitled to **33 days of paid leave per year** which includes Bank Holidays and Statutory Holidays. This entitlement will increase by two days after three years' service and another one day after five years of continuous employment to a maximum of 36 days. This entitlement will be pro rata if you join/leave within the current holiday year or work part-time.

Pension Employees may join either The Rivers Trust pension scheme or the NEST pension scheme. Employees can decide to dis-enrol from the pension scheme if they choose. If you join The Rivers Trust pension scheme, you contribute a minimum of 6% (of your salary) and we contribute 9%.

Life Assurance is also included in The Rivers Trust Scheme. We pay three times your pensionable salary if you die.

Tools for the job We'll provide the essentials you'll need to carry out your role – laptop, mobile phone and personal protective equipment (PPE) plus any other equipment as necessary.

Time off in lieu You may be occasionally required to work additional hours e.g. in the evening or at weekends for which time off in lieu (TOIL) will be available. These additional hours must be agreed and approved by your manager in advance.

Mileage expenses This post will involve travelling around the county and mileage expenses will be paid at 45p per mile (private vehicle). ERT also has two vehicles that you may be able to use.

Additional information about the role

Contract This post is a fixed term contract running until 31 March 2028 for 15 hours each week.

Working hours This role can be very flexible in terms of days worked in the week and splitting fewer hours across more days. There may be periods when the work is more intense (around quarterly reporting) and other periods when it is less so.

Location The usual place of work will be ERT's offices in Penrith.

Criminal records check the successful applicant will be required to complete a Disclosure and Barring Service check (DBS) and provide satisfactory references. Please read the guidance for completing the application form about our policy regarding the employment of ex-offenders and DBS checks before you complete the application form.

