**Administrator**

**at The Gaia Foundation**

**Role:** Administrator

**Duration:** Part-time, Permanent

**Salary:** 22,000 -£23,000 pro rata, depending on experience (with a potential increase to £24,000 after confirmation in role at the end of probation period)

**Location:** Home Based, Frome or close by

**Hours**: Part-time – 18 hours per week. Hours worked over Mondays-Thursdays, 4.5 hours per day, flexible but potentially from 9.30am -3pm (with one hour lunch)

**Start:** ApproxMid January 2023

**Annual Leave:** 25 days (pro rata) paid annual holiday plus recognised statutory public

holidays. Holidays are pro-rated for part-time employees.

**Reports to**: Deputy Director and Head of Finance

**Working with:** Gaia team members and partners

**How to Apply:**

If you are interested in joining the Gaia team and have the relevant skills, experience and enthusiasm for this post, we ask that you please:

* Complete the Gaia Job Application Form below
* Send the form and your CV, plus a short covering email to Rowan Phillimore rowan@gaianet.org
* Put “Administrator Application” in the subject line, and ensure it reaches us by 5pm on Tuesday 13th December.

**Background**

**About The Gaia Foundation (Gaia):**

Gaia accompanies partners, indigenous communities and Earth defenders in Africa, South America, Asia, and Europe to revive and protect bio-cultural diversity, regenerate healthy ecosystems, and strengthen community self-governance for climate change resilience.

Through a holistic and long-term approach working with local and indigenous communities, civil society groups, smallholder farmers and social movements, we focus on four key areas:

* **Seed, food & Climate Change Resilience** - Building seed, food, and climate change resilience, enabling small farmers and growers to enhance their knowledge and seed diversity.
* **Sacred Lands & Wilderness -** Protecting sacred lands through legislation and policy change, and the assertion of custodial rights, helping communities to gain legal recognition that is rooted in their traditions.
* **Earth Jurisprudence -** Promoting Gaian governance through the Rights of Nature - recognising nature as the primary source of law and ethics and challenging the current capitalist system.
* **Beyond Extractivism -** Moving beyond extractivism, backing those at the front line of mining struggles to defend their ecological and cultural heritage and to build alternative pathways whilst affirming their right to say ‘no’.

For more information we recommend you visit [www.gaiafoundation.org](http://www.gaiafoundation.org)

**Administrator at The Gaia Foundation**

The position of Administrator forms an integral part of Gaia’s small team. It involves carrying out a wide range of tasks that ensure the smooth running of the organisation, as well as providing administrative support for Gaia’s core programmes.

We are looking for someone who is self-motivated and team-spirited with an eagle-eye for detail and a head for figures. The ideal candidate will be IT savvy, naturally well organised and an excellent multi-tasker, able to support a small and busy team.

If you like to problem-solve and take pride in the smooth running of things, this would be a great opportunity to support an environmental organisation dedicated to enhancing and protecting biocultural diversity around the world.

Gaia operates a non-discriminatory employment policy, and we welcome all applicants no matter age, gender or ethnicity.

The majority of the role will be home-based, but some in-person support will be necessary for and around Frome, Somerset.

**Specific responsibilities will include:**

* Support the team with secretarial, administrative, and organisational tasks, such as digital filing, responding to external enquiries, coordinating diaries, annual leave and team rhythms.
* Coordinate the scheduling of regular team meetings including a weekly team check-in, quarterly reflections, annual retreat and quarterly Trustee meetings.
* Manage Gaia’s general email account efficiently, responding to enquiries and sharing relevant information with team members and global partners.
* Support the team with the adoption of and compliance with Gaia’s relevant policies.
* Liaise with third-party suppliers and keep digital supplier records up to date.
* Maintain up-to-date records of Gaia’s supporters using our contact database.
* Support Gaia’s Frome-based team with in-person administrative needs such as post, maintenance of the storage unit, filing and catering for visitors and meetings.
* Assist in the efficient filing and storage of materials both in cloud storage and Gaia’s physical storage space. Support the improved digitisation and organisation of Gaia’s physical archive of materials.
* Support the team with online orders and bookings when necessary.
* Provide finance team ad hoc support, such as: reviewing invoices and receipts received from partners for the grants paid by Gaia, providing support for and responding to enquiries from staff and overseas partners as necessary regarding financial administration, some general clerical duties, such as liaison with suppliers, donors, partners, and bankers etc.
* Provide new team members and interns with an office and systems induction and liaise with Gaia’s external IT team to arrange email access and systems set-up.
* Support the Gaia team with online bookings and manage travel, insurance, conference and meeting logistics and schedules in the UK and abroad.
* Support our international partners with some travel arrangements, accommodation, visas, itineraries and contact sheets.
* Support team with technology issues and when required contact IT support line on behalf of team. Induct new members of the team on Gaia’s tech systems.
* Take Minutes at the quarterly Trustee meeting and circulate them to the Deputy Director and Head of Finance for input before finalising them.
* Occasional research to support programme work or governance changes and implementation.

**Terms and conditions**

The position is a permanent part-time role of 18 hours per week. The post is subject to a 6-month probationary period. Annual leave is 25 days plus public holidays and any organisation-provided extra days. The holidays are pro-rated for part-time employees.

The salary for this post will be £22,000 -£23,000 pro-rata depending on experience.

**Person Specification**

| Skills & Expertise | Essential | Desirable |
| --- | --- | --- |
| Great team worker and collaborator but also comfortable and proactive working independently | X |  |
| Technical competency – Demonstrable capacity in basic operating systems (Microsoft Office 365), apps, conference /video platforms (Zoom) etc  | X |  |
| Exceptional organisational and administration skills with a logical, systematic approach to work, ability to multi-task and pay attention to detail | X |  |
| A problem solver. Experience with basic technical troubleshooting and confidence in supporting the team to remotely use these systems as efficiently as possible | X |  |
| Experience in managing IT and communication systems |  |  X |
| At least 2 years’ experience in an administrative or similar role  | X |  |
| Experience in the NGO sector |  |  X  |
| Excellent written and verbal communication skills | X |  |
| Excellent time management | X |  |
| Proactive in seeking out and providing support to the team | X |  |
| Flexible with working hours and willing to travel – occasional evening or weekend events and occasional travel  | X |  |
| Experience with basic bookkeeping  |  | X |
| A passion for the issues that Gaia’s work relates  |  | X |

**How to Apply:**

Please send your CV, a short covering email and the application form below, to Rowan Phillimore at rowan@gaainet.org — **by 5pm on Tuesday 13th December**

**Confidential Application**

## Administrator

**The Gaia Foundation**

Please complete this brief application form and attach a CV outlining your career to date, plus any academic and professional qualifications. Also include details of any voluntary post undertaken. Please send your application to rowan@gaianet.org **by 5pm on Tuesday 13th December.**

Full Name:

Address:

Mobile Phone:

Home Phone:

Email:

How did you hear of this post?

Are you eligible to work in the UK? :

Note: If invited to interview you will be required to show a copy of your passport before the interview as Gaia has a legal duty to carry Rights to Work check prior to offering the job. Gaia will advise on this procedure.

REFERENCES

Please give details of two professional referees - your current employer (they will not be contacted prior to an offer), and your previous employer and one personal reference:

1 - Name and professional relationship to you:

Tel:

Email:

OK to approach Yes / No

2 - Name and professional relationship to you:

Tel:

Email:

OK to approach Yes / No

3. – Name and relationship to you:

Tel:

Email:

OK to approach Yes/No

**Current Employment Terms Details**

Basic Annual Salary: Annual Leave:

Pension: Employer contribution: Employee contribution:

Any other benefits?: Notice required: If applicable

##### Please state – on no more than 2 pages:

## 1) What inspired you to apply for the position of Administrator at The Gaia Foundation?

##### 2) What three key areas of your experience and skills you can bring to this role?

##### (Please draw upon the job description or person specification to inform your answer and ensure at least one relates to your technical/IT competency)

**DECLARATION**

I declare that the information that I have provided on this form is true and accurate, and in particular that I have not omitted any fact which may have a bearing on my application. I understand that any subsequent contract of employment with the Gaia Foundation will be made on the basis of the information I have provided. Furthermore, I understand that a false declaration, which results in my appointment to the Gaia Foundation, will render me liable to dismissal without notice.

**Signature**

**The Recruitment Process**

## Timetable

|  |  |
| --- | --- |
| Deadline for applications | By 5pm on Tuesday 13th December |
| Interview Date  | Monday 19th December  |
| Start Date | Approx Mid January 2023 |

## To Apply

If you would like to apply for the role then please send your CV, covering email and Application Form to rowan@gaianet.org by 5pm Tuesday 13th December.

**Information**

If you require any further information or you would like to discuss anything in more detail, please contact Rowan at the above contact details.

**PRIVACY NOTICE: please read and tick the relevant box**

As part of any recruitment process, Gaia collects and processes personal data relating to job applicants. Gaia is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Gaia collects a range of information about you through the application forms and CVs. This includes:

* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience and employment history;
* information about your current level of remuneration, including benefit entitlements;
* whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
* information about your entitlement to work in the UK

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate’s suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

If your application is unsuccessful, Gaia may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose, and you are free to withdraw your consent at any time.

Please note that your information may be shared internally for the purposes of the recruitment exercise.

We will not share your data with third parties, unless your application is successful, and we make you an offer of employment. We will then share your data with former employers to obtain references for you.

We take security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed.

If your application for employment is unsuccessful, Gaia will hold your data on file for 6 (six) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

*[ ]  I give /* *[ ]  I do not give Gaia consent to hold my personal details contained through the recruitment process for the full 12 months in order to be considered for other positions or not.*