

Volunteer Administrator

# Context Newton Rigg Limited (NRL) was established in August 2020 to revive and restore land-based education and enterprise in Cumbria, and beyond, over a ten-year period. During the last few years NRL has fought to re-establish a centre for land-based education in Cumbria and is now poised, as a new charity, to push forward with its ambitious plans to operate the Cumbria Rural Business and Skills Centre at Newton Rigg as a specialist rural facility to lead positive developments in rural industries and communities and address the economic needs of the sector, alongside supporting the health and well-being of its people.

Our charitable object is to ‘advance the education of the public in rural and land-based subjects (including but not limited to, agriculture, countryside management, equine studies, land-based engineering, veterinary nursing and horticulture) by providing facilities, educational programmes and careers advice and guidance to students of all ages’.

We are now seeking to expand our team to accommodate changes to our delivery model and audience and require administrative support with this growth.

# Job Description

## Outline

**Responsible to**: Business Manager

**Responsible for:** Administrative activities within a small business, with a focus on:

* To provide administrative support to the Business Manager and Board of Trustees as required.
* To support the efficient administration of the Curriculum activities as needed.

**Based at:** NR Training on the Newton Rigg Estate

## Brief

* General office duties including data entry using the salesforce online platform, word-processing, photocopying, filing and mailing.
* To undertake administrative duties in relation to the recruitment, training and general support of volunteers where required.
* To help maintain the volunteer database, including data input and analysis.
* To support the organisation with volunteering/family/public events.
* To support the administration of DBS checks for volunteers and staff.
* Assisting with hospitality for visitors to the office.
* Minute taking and circulation for staff and trustee meetings where required.
* Creating and circulating a monthly newsletter to our supporters.

**Person Specification**

Essential

* Experience of working in an administrative function in a busy office environment.
* High quality writing and communications experience.
* Highly organised, with a keen eye for detail.
* Demonstrable experience of working with confidential and sensitive information.
* Demonstrable experience of working in a fast-paced environment with multiple, sometimes conflicting, priorities.
* Ability to represent senior managers in communicating with staff, trustees and external stakeholders by phone, email and in person.
* Strong IT knowledge with practical understanding of MS Office (in particular Word, Excel and Teams).
* An understanding of and appreciation for the importance that land based training plays in the cumbrian community.
* A team player.

**Desirable**

* Experience of developing administrative systems for use by a wider team.
* Experience of working with external contractors and suppliers.
* Experience of using Salesforce Database
* Experience of minute writing

## Other

* Promote NR Training and partner organisations whenever possible
* Abide by all our company’s policies
* Undertake other duties as requested by your line manager and in line with the post

**Commitment**

* The role requires at least 5 hours office support per week. There may be the possibility of extending those hours to 10 should the post holder wish and should there be the requirement. There may be the opportunity to attend other events or activities associated with the charity if wished.
* The Newton Rigg Ltd Volunteer Administrator will be expected to work within the ethos of Newton Rigg Ltd and have high standards of practice. The need to respect confidentiality is paramount, as is a responsible and flexible approach to the work.
* If you would like to apply for the position, please complete the following application form and return to [support@nrtraining.co.uk](mailto:support@nrtraining.co.uk)

JOB APPLICATION FORM

**Please complete this application form and email to** [**support@nrtraining.co.uk**](mailto:support@nrtraining.co.uk)

Please note that all data will be held in the strictest confidence and in compliance with the General Data Protection Regulation and will only be used for the purpose of the selection of job applicant.

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| **Position applying for** |

**SECTION 1**: **CONTACT INFORMATION**

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| --- | --- | --- |
| **Mr/Mrs/Miss/Ms/other** | **Surname** | **First names** |
| **Date of birth** | | **Nationality** |
| **Address for correspondence** | | |
| **Postcode** | | |
| **Tel. No. (home)** | | **Tel. No. (mobile)** |
| **E-mail: (Please ensure your email is clear and accurate)** | | |
| **How did you hear about the job?** | | |

**DISCLOSURE**

Newton Rigg Ltd has a duty of care to all its staff, beneficiaries and visitors. In view of this, all applicants are required to declare any criminal convictions (including fixed penalty driving offences). All information given will be treated as sensitive data under the General Data Protection Regulation.

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| **Please note that you must disclose any offence, whether these took place within or outside the UK, regardless of whether or not these appear on a DBS check.** | YES | NO |
| Do you have any criminal convictions (including fixed penalty driving offences)? |  |  |
| Are you currently the subject of any disciplinary investigation? |  |  |
| Have you ever had a disciplinary finding made against you? |  |  |
| Have you ever left an organisation before any outcome of a disciplinary or other investigation was known? |  |  |
| Have you ever had your employment terminated for unprofessional behaviour or misconduct? |  |  |
| Have you ever been known to any Children’s Services department or Police as being a risk or potential risk to children? |  |  |
| Have you been the subject of any investigation by any organisation or body due to concerns about your behaviour towards children? |  |  |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) 2013? |  |  |

If you have answered **YES** to any of the above, you will be requested to provide full details.

Do you have a current DBS check in place? YES/NO

Is this registered with the DBS Checking Service YES/NO

**SECTION 2**: **QUALIFICATIONS**

### Please give specific information with dates, qualifications obtained, etc. (most recent first). e.g. GCSEs, A-Levels, vocational qualifications, teaching/assessing, degree etc. Please also indicate grade achieved, e.g. English GCSE grade C/4. Add more lines if needed.

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| **Date(s)**  **from/to** | Qualifications achieved | Level/Grades |
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Add or remove lines as required

### **SECTION 3: CAREER/EMPLOYMENT HISTORY** Include part-time, day or evening, together with career breaks which may have added to your experience. Any teaching or training activity should appear here. Expand the boxes as required

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| **Current or last post** |  | | |
| Employer |  | | |
| Date Appointed |  | Current Salary |  |
| Notice period or leaving date | |  | |
| Brief Description of duties and responsibilities in your current (or last) post | | | |
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**Previous Employment (most recent first; add additional sections as required)**

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| --- | --- | --- | --- |
| Previous post |  | Employer |  |
| Dates (from – to) |  | Reason for leaving |  |
| Brief Description of duties and responsibilities. | |  | |
|  |  |  |  |
| Previous post |  | Employer |  |
| Dates (from – to) |  | Reason for leaving |  |
| Brief Description of duties and responsibilities. | |  | |

## SECTION 4: Personal Statement in support of your application

* Please include your motivation for applying and how you meet the criteria by referring to the Job Description, providing brief examples of relevant experience and achievements. Please and expand the box as required.

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### **SECTION 5: REFEREES**

Names and full addresses of two referees (**not** relatives). We will contact your referees if you are the preferred candidate after the interview process.

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| **Referee 1** | **Referee 2** |
| **Name** | **Name** |
| **Relationship to you** | **Relationship to you** |
| **Address** | **Address** |
| **Email** | **Email** |
| **Tel. No.** | **Tel. No.** |

### **SECTION 6: TRANSPORT**

**Do you have a full UK Driving Licence? YES/NO**

**Do you have access to your own transport YES/NO**

**Are you licenced to drive a small minibus? YES/NO**

## SECTION 7: DECLARATION

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| I declare that the information provided by myself in this application is complete and correct and understand that any false information given may make an offer of employment invalid or lead to termination of employment. I understand the information given will be used only for the purpose set out in the statement above and my consent is conditional upon the College complying with their obligations and duties under the GDPR 2018.  By printing your name and emailing the form you will have certified that all the information given is accurate. |
| Signed: Date: |

**Thank you for taking the time to apply for this position.**

**Please complete this application form and email to** [**support@nrtraining.co.uk**](mailto:support@nrtraining.co.uk)

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