



EcoWild Company Administrator

We are looking for an organised, friendly and proactive individual to join our small team as Company Administrator!

EcoWild is a dynamic and responsive community interest company, which aims to bring nature into health, education and the community. We work to improve human health, promote a thriving natural environment, and enable individuals to connect to themselves, each other, nature and the greater living whole.

We do this through a diverse and growing portfolio of nature-based activities, including adult wellbeing courses, a weekly toddler group, children's holiday activities, outdoor learning provision for schools, seasonal celebration events, private group bookings and volunteer sessions.

Role Overview

The post holder will provide vital support to the team and where needed establish systems to manage the overall flow of work; this role is central to the efficient day-to-day running of the organisation and the successful planning and delivery of our programme of activities and events. The key focus of the role is general administration, financial administration and promotion.

Hours: 7 hours per week, ideally worked across 1-3 days

Salary: £28,000 pro rata (PAYE or freelance)

Contract: 6 month rolling contract after 3 month probationary period

Location: Remote working with occasional in-person meetings and attendance at sessions or events. Hot desk working may be supported if not possible to work from home. Laptop provided.

Key Responsibilities & Tasks

- Managing the general email inbox and enquiries from team members, partners, clients, participants and the general public
- Managing bookings: uploading activities and events to online booking system, creating registers and communication with participants
- All aspects of promotion: designing flyers and social media posts, managing image library, writing and editing copy, producing monthly newsletter, updating website
- Monitoring & evaluation: creating and circulating surveys, recording results and feedback, producing annual report
- Financial administration: assisting the Director with budget management and cash flow forecasting
- Assisting the Director with writing funding bids
- Setting up and managing cloud-based office systems and processes
- Other ad hoc administrative tasks as required by the Director and organisation

Person Specification

Essential

- Ability to set up and manage cloud-based office management systems
- Strong interpersonal skills with the ability to communicate in an effective, responsive and professional manner with team members, partners, clients, participants, and the general public
- Strong written communication skills, with the ability to present ideas in succinct, impactful writing across a range of platforms including social media, website,
- Competency in social media (Instagram, Facebook, Meta Business Suite) including designing and scheduling posts and tracking engagement
- Web content management experience
- Good numerical and budgeting skills, with the ability to help with payroll, invoicing, banking, payments, budget management, cash flow, and cost centre management
- Strong IT skills, with experience of using systems such as Google Workspace, Xero, Mailchimp, WordPress, Bookwhen, Canva or equivalents
- Experience of managing own workload and working with limited supervision and ability to prioritise tasks
- Proactive and engaged, with the ability to problem solve and identify areas for improvement and development across the organisation
- Experience of relationship building and awareness of working towards a shared vision
- Willingness to work and learn together with a non-hierarchical organisational approach
- Understanding of and empathy with the CEE (Climate and Ecological Emergency) and EcoWild's values

Desirable

- Understanding of HR processes e.g. contracts, calculating holiday pay, pensions
- Familiarity with the communities of Bath & North East Somerset
- Interest in / experience of EcoWild's core activities e.g. forest school / bushcraft / ecology / outdoor healthy lifestyles / mindfulness & movement / creativity / self-reflective practices / ecopsychology
- Knowledge of / interest in Compassionate Communities models

How To Apply

To apply for this role, please send a CV and cover letter (no more than 2 A4 pages) to Emily Malik, EcoWild Director, at hello@ecowild.org.uk. Please get in touch if you have any questions or access requirements.

Closing date: Monday 13th November at 5pm

Interview date: TBC in November

Start date: As soon as possible in December / January