



Heal



Admin

Assistant



Raise money Buy land Rewild it

Everyone, together.
For wild things and all of us.



Admin Assistant - Summary

Contract	Part-time, permanent
Salary	£10.92 per hour (£11,356 per year) plus NEST pension (annual, full-time equivalent £21,294)
Closing date	Sunday 5 March
Hours	20 hours per week (4 hours per day, Monday to Friday)
Location	Based at Heal Somerset office (15-minute drive from Frome and Bruton) with flexibility for some home working (no more than one day per week)
Probationary period	Six months
Start date	ASAP, March-April 2023
Interviews	Stage 1: 14-15 March 2023 (online via Zoom) Stage 2: 16-23 March 2023 (in-person)

We will aim to stick to the time frame outlined. We will aim to notify you by Friday 10 March if you have not been shortlisted.



Welcome from our Acting CEO and Chair of Trustees

Hello and thank you for taking the time to find out more about our Admin Assistant role, our first vacancy at our new rewilding site, [Heal Somerset](#).

Heal's name is its purpose: heal the land, heal nature, heal ourselves. We're giving land back to nature, forever. Our vision is a Heal site in every English county – 25,000 acres of rewilded, publicly accessible land – by 2050. Heal's sites will be self-supporting, generating revenue from eco-tourism, educational courses, events and more.

We want to bring hope and optimism and act as a focus for individual and corporate involvement in nature recovery, the mitigation of climate change, and people's wellbeing through access to nature. Heal was set up to enable individuals and organisations to be involved in a direct, practical way, giving not only financial support but also skills, experience, ideas and knowledge.

We launched in March 2020 and we acquired our first landholding in December 2022, 460 acres of new space for nature in Somerset. Our charity gives everyone, together, a way to take practical action on the ecological and climate crises, particularly our affordable Heal 3x3 land sponsorship scheme.

We have built an audience of more than 10,000 followers and supporters across multiple platforms; we have created and harnessed the expertise of our Heal Future Advisory Youth Panel. We also instigated World Rewilding Day, which reached 400 million people when it launched.

There is a lot to celebrate and a lot of work still to do. As a busy team we need someone who aligns with our values, as well as someone who is hard working and well organised.

A handwritten signature in blue ink that reads "Jan Stannard".

Jan Stannard





Introduction to the role

The Admin Assistant role is based at Heal Somerset, the charity's first rewilding site. The post-holder will be undertaking a wide range of support tasks, working with our small team which will expand this year, and also some work to help our volunteers. All the work will be guided and supported by Jan Stannard and Hannah Needham, Operations Director.

Is this job for you?

We're looking for an experienced administrator who is:

- a positive, can-do person with good common sense
- a good organiser
- comfortable in a business-like environment
- good at managing their time based on agreed priorities
- reliable and trustworthy
- a career administrator (this position is not suitable for people who are looking for a stepping-stone role into land management/ecology)

If you are also interested in helping address the environmental and climate crises we face, that would be an advantage, though you don't need to be knowledgeable about these to apply. You will be willing to learn more about rewilding and why it is so important as a solution to the ecological and climate crisis.

“The organisation is made up of passionate, friendly and kind people. The event I helped at really encompassed this feeling, the general atmosphere was that of friendliness, excitement and unity. I really hope to be able to be involved in future events.”

- Heal volunteer





Roles and responsibilities

We'll decide whether to invite you for an interview by reviewing your application against the responsibilities below and person specification in the next section.

Key responsibilities specific to this job (training, support and guidance will be provided while the post-holder becomes familiar with the tasks)

Site/facilities management

- Identifying suppliers and obtaining quotes in line with Heal's procurement policy
- Liaising with contractors
- Be the first point of contact for site enquiries, visitors, neighbours and the local community

Office management/team support

- Answer office phone
- Help set up zoom calls
- Help with travel arrangements
- Ensure security and confidentiality of data

Financial administration

- Processing invoices including using a PO system
- Producing reports for the site bookkeeper/ track and batch information for our accountant (monthly)
- Helping set up donation points and donation administration
- Help with expenses and invoice reviews

Donor/supporter management

- Responding to donor queries
- Respond to supporters with information on frequently asked questions, by email
- Produce and send receipts for corporate donations

General responsibilities

- To champion and promote Heal's work and values
- To safeguard the organisation's data, working in line with Heal's data protection policies and in accordance with the data protection act 2018
- To always act in the best interests of Heal and in line with all charity policies
- Any other duties that may reasonably be required in the role

Person specification

Skills

Essential

- Excellent attention to detail
- Good listening skills
- Strong organisational skills
- Good interpersonal skills
- Able to work effectively as part of a team
- Excellent English skills, in written and verbal communication
- Excellent familiarity with Outlook (email) and Word
- Basic Excel skills

Desirable

- Familiarity with Google Drive and/or SharePoint (we can train you to use these)
- Understanding of GDPR

Experience

Essential

- Good experience as an administrator
- Good customer-facing experience
- Experience working independently to support a team, using your own initiative and taking responsibility for completing tasks and reporting back within agreed timescales

Desirable

- Experience of working in a start-up situation or setting up procedures and practices
- Experience of working in a charity and familiarity with governance structures, eg Charity Commission reporting
- Experience of supporting fundraising administration

Aptitude

- Positive, optimistic and problem-solving
- Accepting of the challenges of working with a small, busy team which is still developing procedures and processes
- Collaborative and friendly team member

Values and alignment

- Strong belief in, and enthusiasm for, Heal's vision and mission
- Prepared to work in line with Heal's values
- A willingness and ability to be fully aligned with, and be an advocate for, Heal's objectives across all areas of work
- An attitude of openness and respect for people who hold different perspectives
- Strong support for equity, diversity, inclusion and accessibility

Conditions

References

Any offer of employment will be subject to the receipt of two satisfactory, written references, one of which must be from your most recent employer or professional contact. You must have the legal right to work in the UK.

Probationary period

Six months

Notice period

Prior to receiving written confirmation of the satisfactory completion of the probationary period, either you or Heal can terminate employment by giving one week's notice in writing. Following satisfactory completion of the probationary period, the notice period will be one month.

Start date

We need someone to start as soon as possible. We can't consider delaying the start date due to holidays, sabbaticals etc.





DBS check

You must tell us about any unspent criminal convictions when applying for this job and undertake an enhanced Disclosure and Barring Service ('DBS') check if appointed (and at least annually thereafter). Having a criminal record will not necessarily bar you from working with us, but we will consider the nature of any disclosed convictions and their relevance to the job and Heal. If you don't disclose information relating to unspent convictions, we'll withdraw any offer of employment that we may subsequently make or terminate your employment.

Holiday

Our full-time roles include 25 days holiday per year plus Bank Holidays. This role would be based on that pro rata. Heal's holiday year runs from January to December and the holiday allowance cannot be rolled over, as time off is important for wellbeing. If you are successful, we will honour any existing booked/paid for holiday arrangements.

Hours

The post-holder will work 20 hours per week, spreading their hours out evenly across the week and working most of their hours within our core office hours (10pm - 3pm). We try to accommodate people's different needs by offering flexible working where possible.

This is a year-round role, even though part-time, so this is not a 'school terms only' opportunity.

Location

This post-holder will be working from the Heal Somerset site (the location will be disclosed upon shortlisting; 15-minute drive from Frome and Bruton and there is no public transport available to this exact location).



How to apply

If you meet our essential criteria and would like to apply to join our team, you'll need to follow these steps:

1: Read the application guidance

Before you begin preparing your application, read the application guidance (next section of this document) to understand how to anonymise your application (and why this is important to us).

2: Prepare your CV

All applicants are asked to provide an anonymised copy of their CV.

3: Prepare your cover letter

All applicants are asked to provide a one-page cover letter (one side of A4) which answers the below three questions:

1. Why are you interested in working for Heal?
2. What is your experience of supporting a team in an administrative capacity?
3. What makes you an amazing administrator?

4: Submit your documents via the application form

To apply, submit your CV and cover letter via our application form:

www.healrewilding.org.uk/admin-assistant





Application Guidance

Name-blind (anonymous) recruitment

All recruitment at Heal follows a name-blind application process - the purpose of this is to reduce the impact of unconscious bias. This is an important part of our commitment to equity, diversity and inclusivity.

All applicants are required to anonymise their application, using a random six-digit ID as an identifier instead of their name. To comply with this process, applicants must:

1: Generate a six-digit ID

Choose a random, six-digit ID to use as an identifier (avoid obvious combinations like '123456').

2: Anonymise your CV

Before submitting your CV via the application form, ensure:

- The document does not contain your name, home address or email address
- The file name contains your six-digit ID and not your name e.g. '872129 CV.pdf'

3: Anonymise your cover letter

Before submitting your cover letter via the application form, ensure:

- The document does not contain your name, home address or email address
- The file name contains your six-digit ID and not your name e.g. '872129 cover letter.pdf'

Any applicants who fail to comply with the name-blind process will be immediately rejected.



Equity, diversity & inclusivity

We recognise the importance and value of equity, diversity and inclusion (EDI) and aim to build a team that represents the communities we will be part of. We particularly welcome applications from people from groups which are underrepresented in our sector, notably people from ethnic minority backgrounds, people with disabilities and people from low socio-economic backgrounds.

Monitoring

In the online application form, we ask all applicants to provide information about their age, gender, ethnicity, sexual orientation and disability. The sole purpose of this data collection is to enable us to monitor the diversity of candidates applying to Heal. Our team will not see this data until the recruitment process is complete and the role has been filled, at which point we will use the data to inform and improve our EDI strategy.

All applicants are welcome to select the 'prefer not to say' option if they would rather not provide this data.

Thank you

Thank you for your interest in joining the Heal team on its mission to rewild land across England.

Good luck!

