# 

# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Senior Administrator

# Department: High Weald AONB Partnership, Community, Economy & Transport (CET)

# Grade: [Single Status 8](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: High Weald AONB Business Manager

# Purpose of the Role:

This role will support a small team dedicated to the conservation and enhancement of the High Weald Area of Outstanding Natural Beauty, one of the largest protected landscapes in England and Wales.

The role will provide the important administrative service that underpins delivery of the Partnership’s many programmes, activities and contracts. In particular the role will facilitate the operation of two grant programmes: [Sussex Lund](https://www.highweald.org/look-after/sussex-lund.html) and the new [Farming in Protected Landscapes Programme](https://www.highweald.org/look-after/farming-in-protected-landscapes.html). Together these schemes provide an exciting means of helping farmers, land managers and communities achieve actions that benefit climate, nature recovery, people and place. The role is important to ensuring that everyone applying and receiving grants has an excellent experience of the grant administration process and that grant funding bodies requirements are met.

The role involves navigating different funding bodies requirements, as well as the differing needs of grant applicants, with scope to develop new and improved approaches that respond to those needs.

# Key tasks:

1. Provide administrative support to the AONB team.
2. Monitor, review and develop the effectiveness of systems, processes, and records, suggesting improvements.
3. Set up meetings, collating and circulating papers and take minutes for grant assessment panels and steering groups.
4. Collate, record, and manage individual, holding, project and programme information.
5. Develop grant application, agreement, claim and payment systems to meet ESCC, AONB Partnership, grant recipients and external bodies needs.
6. Generate and manage grant agreements, liaising with grant recipients and AONB team as required.
7. Collate and monitor financial information to enable management and evaluation of grant schemes and contracts.
8. Raise orders and process payment requests and invoicesProcess grant claims and payments in line with internal and external guidance, providing support to applicants as required.
9. Develop protocols and processes to enable monitoring of both individual projects and the Partnership’s work programmes, ensuring compliance with external and internal requirements.
10. Analyse and present information and data in a range of formats to comply with internal and external needs and reporting schedules.
11. Monitor expenditure against programme and budgets and produce updates as required.
12. Plan and organise event programmes involving internal and external liaison and producing promotional material.
13. Contribute to forward planning of programmes and contracts.
14. To be aware of and adhere to ESCC health and safety policies and procedures.
15. To show a commitment to continuous development to maximise your potential and ensure the efficient and effective delivery of AONB Partnership services.

# PERSON SPECIFICATION

# Essential education and qualifications

* [QCF Level 3](https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels) or significant experience which is directly related to the duties of the post.

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Administrative/organisational and analytical skills.
* Numeracy and written skills
* Able to use Microsoft Office with advanced skills in Excel
* Able to use financial management software
* Able to pay attention to detail and undertake tasks with a high level of accuracy.
* Able to accurately record and present information
* Skilled in collating and managing data for multiple purposes
* Skilled in using, managing, and improving business systems to meet user needs
* Able to manage multiple and competing tasks.
* Knowledge of office administrative and financial systems.
* Knowledge of grant administration and reporting systems.
* Developing and using administrative and financial systems.
* Recording and managing information and data
* Producing financial and written reports
* Grant administration and managing contracts
* Organising committees, panels or similar
* Setting up and running events
* Project management.
* Friendly, customer facing and tactful.
* Able to work as part of small team.
* Able to work on own initiative and prioritise tasks.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* Ability to use GIS
* HNC/HND in business and finance or Association of Accounting Technician (AAT) or equivalent qualification, e.g. NVQ Accounting Level 2.
* Knowledge of farming and other land management activities.
* Experience of public body business systems.
* Experience of working collaboratively with customers, staff, partner organisations, agencies and/or contractors to maintain quality standards and deliver projects and programmes.
* A personal commitment to and interest in the Sussex, Kent and Surrey countryside.
* Ability to communicate with farmers, land managers and community groups.

**Document version control:**

Date created/amended: April 2023

Name of person created/amended document: GS

Job Evaluation Reference: 12362

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |