

JOB DESCRIPTION & PERSON SPECIFICATION

1. Job title: Administration Assistant

Centre: Directorate

Grade: B

Location: Cambridge

Reports to : Membership & Training Administration Manager

Line Manages N/A

2. Main purpose of role:

- Providing administrative and events support at Park Farm, Histon
 - Organisation and planning for meetings and conferences
 - Administrative maintenance of databases
 - Other support relative to the smooth running of the team
- Providing administrative support for the Artis training and Communications teams:
 - Printing and binding course presentations and materials
 - Researching and booking venues and catering
 - Booking trainers
 - Ensuring the ARTIS website is up-to-date
 - Adding new courses to the database
 - Answering general queries
- Assisting the CEO's office and providing cover for the PA to the CEO, or her deputies when required
- To assist with the cover of Reception in the absence of the main Receptionist

3. Financial authority/responsibility (e.g. delegated budget, authorisation level, approx. value of contracts etc.):

Booking of venues, catering costs and other consumables

4. Key relationships (external and internal):

CEO's PA., Administrators for the Executive, Commercial and Communications teams

Tasks/responsibilities (in order of priority).	Approx. % of time
Providing administrative and Events support at Park Farm	45%
Providing administrative support for the Artis training and Communications teams	40%
Providing support to the CEO 's Office	10%
Reception Cover	5%

6. Working conditions: Office based at Sophi Taylor Park Farm, occasional travel may be required.
Independent working.

7. PERSON SPECIFICATION**Education/Qualifications:**

Essential:	Desirable:
At least 5 GCSE's A-C, or equivalent	Educated to 'A' level standard, or equivalent Agriculture or plant science background

Experience:

Essential:	Desirable:
Some administrative support experience Competency in Microsoft Word, Excel and Outlook	Experience in a similar role

Specialist Training:

Essential:	Desirable:
On the job training	Familiarity with office management software Familiarity with document sharing, communication and online conferencing software / hardware

Personal Qualities (skills, behaviours and competencies)

Essential:	Desirable:
Highly organised and structured working A good communicator Ability to prioritise workload.	

Date of description: 01/03/18**Compiled by:** D Neill