

JOB DESCRIPTION

JOB TITLE:	Pollinator Fund Administrator
MANAGED BY:	Pollinator Fund Project Manager
GRADE:	6 (1 x FTE for 2 years)

BACKGROUND

Working at the West of England Combined Authority

The West of England is a fantastic place to live and work; a place where ideas flourish and businesses grow, and a diverse population calls home. With a highly-skilled workforce, innovative businesses, rich cultural and natural assets, and excellent connections, the West of England competes on a global scale.

In 2017, the West of England Combined Authority was formed to bring the region together to drive economic growth. Significant powers and funding were transferred to the region to support work to ensure residents have better skills, more job opportunities and a better quality of life. In May 2021, the second Metro Mayor for the West of England was elected, and we're working with our regional partners and with Government to deliver against our ambitious agenda, protect the environment and ensure the West of England continues to be a thriving, successful and innovative place for future generations.

Covid-19 has had a big impact on the West of England, and we are leading the regional economic recovery, bringing people together to ensure our region continues to build on its success.

The Combined Authority is made up of three of the region's local councils - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the Authority continues to work closely with North Somerset Council. The Authority also the accountable body for the West of England Local Enterprise Partnership.

We are an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support needed during the recruitment process.

The Project: Community Pollinator Fund

The Combined Authority agreed a Climate & Ecological Strategy and Action Plan in April 2022. This recognised the importance of addressing the ecological emergency and sets the

ambition for nature to be in recovery by 2030 and wildlife abundance has increased by 30% by 2030.

The Combined Authority has created a three year 'Community Pollinator Fund' (2022-2024) to promote and fund community-led ecology projects that enhance biodiversity and pollinator habitats across the region. The fund, will invite proposals for a range of smaller scale projects i.e. below landscape-scale that offer multiple environmental and societal benefits, with an emphasis on supporting pollinators and community engagement.

The competitive fund is expected to be open for applications in tranches and will offer revenue grants from £1k up to a maximum of £100k for successful proposals that meet the Funds' criteria in the CA area. Running in parallel to the fund itself, will be a broader series of promotional activities aimed to raise public awareness of the importance of pollinators and the easy actions that could be taken to support them.

The fund is expected to support in the region of 100 small scale habitat creation initiatives (depending on scope and scale of applications) which empower and engage communities. Overall, the fund is expected to deliver the following outputs:

- new and improved pollinator habitats
- volunteer hours of community members practically engaged in habitat creation projects;
- community members practically engaged in habitat creation projects

PURPOSE OF THE JOB

As part of the Environment team, the post-holder will provide administrative support to the project and the delivery of the grant Project to ensure its wide strategic objectives and project specific milestones and deliverables are met on time and to budget.

This will involve using a range of skills including, administration, financial reporting and processing payments, report preparation, database development and management, and event support, to ensure the smooth and effective delivery of activity.

In addition, the role will incorporate a range of day to day duties to support the work of Environment Team within the West of England Combined Authority.

KEY RESPONSIBILITIES

The role will encompass a range of administrative responsibilities in an innovative and often fast- paced environment, flexing and adapting with the needs of administering the Community Pollinator Fund:

- Administrative support for the fund including helping to process applications, issue grant offer letters, advertising the project and collating returns from the funded projects.
- Administration, processing and query handling for internal and external clients in relation to the Fund, application and payments
- Provision of database support, including system administration, audit, collation, and analysis of data
- Support uploading information to various websites and liaising with the internal marketing and communications service to ensure these activities are promoted via the agreed media/social media routes in a timely way
- Provide administrative support to the service area and sub-teams including diary co-ordination, note taking, chairing or presenting where appropriate, and other duties as relevant
- Supporting internal and external communications around promotion of the project
- Development of project delivery tools, infographics and presentations using a range of MS Office tools
- Research as needed to contribute to continuous service delivery innovation.
- Any other duties commensurate with the role

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Good standard of general education
- Excellent IT skills including Outlook, Word, Excel, PowerPoint and database entry and reporting

Experience

- Managing internal and public enquiries by phone, email and face to face
- Meeting support including diary management, minutes, chairing and presenting
- Event management, including invites, set up and delivery
- Providing administrative support for a fast-paced and innovative projects and programmes
- Developing documents and presentations in a range of styles and formats
- Database support including system administration, audit and analysis of data

Skills and Competencies

- Excellent written and oral communications skills at all levels, with ability to create reports and presentations to a high standard with strong attention to detail
- Self-motivated, capable of planning and prioritising own workload to meet deadlines
- Flexible and agile with the ability to respond at pace to competing demands
- Able to work as part of a team and build relationships with colleagues in partner organisations, with a focus on excellent customer service
- Appreciation of the importance of discretion and confidentiality

REWARDS AND BENEFITS

Staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Commuter Travel Club - all employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.
- The Combined Authority has adopted a Hybrid working approach, which enables employees to split their week between working in the workplace and working remotely. Hybrid Working forms just part of the flexible working options that the Combined Authority is offering as the new way of working. Flexible working is an arrangement that enables employees to have a way of working that suits and employee's and employer's needs whilst maintain a work-life balance.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £9.90 - higher than the government minimum for over 23s, currently £9.50 per hour

It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

