



GARDD DREFTADAETH ARBENNIG • HERITAGE GARDEN OF EXCELLENCE

Job Description and Person Specification – Administrative Officer

Job Title: Administration Officer

Location: Aberglasney Gardens, Llangathen, Carmarthen, SA32 8QH

Rate of pay: Circa £20-23,000 Full time equivalent depending on experience

Hours and contract term: 4-5 days per week upon negotiation permanent

Reporting to: Director of Operations & Head Gardener

Overall Purpose

The primary purpose of this position is to ensure the general administrative tasks related to Aberglasney activities are carried out in a professional and timely manner. Key areas will include the administration of the holiday cottages, providing administrative support for the director of operations and other general duties to support the team.

Specific duties

The range of duties will include the following

- Holiday cottages, bookings and related administrative tasks
- Compiling and minuting board papers and other related tasks
- Feilding telephone enquiries
- When required be the third duty officer in the absence of the first and second
- Providing administrative support for the team as appropriate
- Running and updating the diary/planner for all the sites activities
- Taking bookings for the various activities the trust carries out
- Providing cover for the shop staff at any time
- Carrying out administrative work for the Welsh Historic Gardens Trust
- Health and safety tasks
- Any general administrative tasks that arise as appropriate

Additionally as this position is part of a small team there will on occasion be the need to support the team with other activities.

Person specification – education, knowledge, skills and experience

- Ideally minimum of grade A*-C in GCSE Maths and English.
- Educated to A level/degree standard or equivalent experience
- Knowledge and experience of administrative work
- Knowledge and experience of working in a commercial environment
- Knowledge of Microsoft operating systems and Microsoft Word, Excel and Outlook essential.
- Excellent communication and interpersonal skills, with the ability to converse in both Welsh (ideally) and English.
- Good team worker.
- Ability to proactively carry-out and manage a varied workload of duties.
- Good problem-solving skills.
- Flexible and adaptable approach.
- Numerate and well organised.
- Have an appreciation of working for a not for profit organisation
- Appropriate standard of behaviour, dress and appearance.
- Experience of providing a service to the public desirable.

Application process

All applications are to be made by emailing or posting a CV and accompanying covering email/letter to:

Aberglasney Restoration Trust
Aberglasney Gardens
Llangathen
CARMARTHEN
SA32 8QH

jobs@aberglasney.org

Closing date for applications: Sunday 16th June 2019