

Role Title:	Conservation and Engagement Administrator
Department:	Split across Conservation & Policy and Public Engagement & Research
Reports to:	Director of Conservation & Policy with a dotted line to the Director of Public Engagement and Research.
Pay Grade:	Grade 3 Lower, £26,884 - £28,684 pro-rata, per annum
Type of Contract:	Permanent, full-time (40hrs/week)
Normal place of work:	Edinburgh HQ or any Trust office, with flexibility to include some working-at-home under our Hybrid Working arrangements
Line Manager?	No
Budget Holder?	No
Criminal Record Check/PVG required?	No
Driving license for UK driving required?	No

Who we are

The Conservation & Policy Directorate sets the policy and standards for conservation at the National Trust for Scotland, the country's leading conservation organisation. Our teams cover all aspects of built, natural and cultural heritage, and we also lead on health and safety, environment and public policy.

The Public Engagement & Research Directorate works to connect people with heritage. The teams focus on different forms of engagement – formal learning, community engagement, curatorial – as well as Research, Heritage Planning and Masterplan Projects.

We are a diverse group of professionals, committed to delivering the National Trust for Scotland's mission of conserving Scotland's heritage, engaging with members and the public, and creating a sustainable organisation, set out in our new ten-year strategy [Nature, Beauty and Heritage for Everyone](#).

What this job is about

This job supports the work of both Directorates, helping our teams to better deliver on their objectives. This will involve proactive support on their individual projects, assisting with organising meetings, information management, and financial administration. We are an active, supportive and encouraging group, and the role offers many opportunities to support the work of the National Trust for Scotland.

The job holder will be a strong team player capable of providing exemplary administrative support across two directorates.

What we want you to be responsible and accountable for:

- Provide pro-active administration to support the Directors and wider teams.

- Act as an administrative contact point for the two Directors responding to emails, telephone calls and ad hoc queries resolving or escalating as appropriate.
- Management of diaries for both Directors.
- Arranging meetings and managing meeting paperwork including contacting participants to prepare and circulate agendas and any supporting documentation, taking and circulating minutes, and managing action registers.
- Booking accommodation and travel for both Directors
- Supporting the arrangement of small Trust wide meetings involving attendees from various locations where overnight accommodation may be required.
- Circulating questionnaires and analysing responses to provide feedback as required.
- Analysing data as required and report writing.
- Carrying out financial transactions such as raising and processing purchase orders. administering expenses for both Directors, and reconciling credit card payments.
- Keeping accurate records and ensuring the accurate filing of electronic documents. This will include minutes and action registers,
- Updating SharePoint as appropriate ensuring documents are filed in a logical place and providing support to users as required.
- Be an active participant in BEST (Business Executive Support Group) which exists across the Trust and contribute to any other knowledge sharing groups/opportunities.

The current duties of the role do not require a criminal record check or membership of the PVG scheme through Disclosure Scotland.

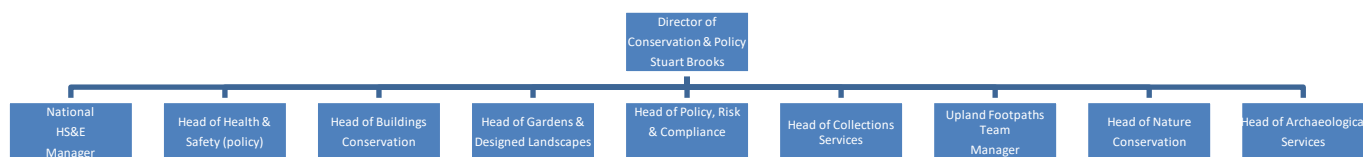
How we would like you to achieve this

- To work in a way that is wholly consistent with our stated organisational values and our Corporate Strategy.
- To work collegiately across the teams and directorates, and collaboratively with colleagues across the Trust.
- To become familiar with the Trust's systems and processes and the work of other departments.

Who you will be working with

- You will not be a line-manager but will work closely with colleagues across the various teams.
- You will work particularly closely with:
 - Conservation & Policy Directorate Teams
 - Public Engagement & Research Teams
 - Finance and Project Management colleagues
 - Consultants, suppliers and contractors

The Conservation & Policy Directorate structure



Public Engagement & Research Structure



The budget you would hold

- None. You will not be a budget holder but you will use the Trust's finance, project, and expense systems for transactions and monitoring/reporting purposes.

The experience and skills you need to have to do this job

Essential:

- Extensive office and administration experience across all areas outlined in the "Key Duties & Responsibilities" section above;
- Excellent written and spoken English;
- Confidence supporting and caring for internal customers, stakeholders, consultants, suppliers, and contractors;
- Excellent organisational skills – flexible and able to multi-task and juggle tasks to ensure priorities are met.
- Skilled user of Microsoft Office products (most specifically of Teams, Word, Excel, and Powerpoint, and Outlook) and confident in learning IT software; Microsoft Forms
- SharePoint
- Ability to work without supervision, prioritise workload and manage time effectively;

Desirable:

- Entry level qualification(s) in business administration or similar;
- Previous experience of working within an office environment;
- An empathy for the vision and work of the National Trust for Scotland;
- Ambition to build your administration skills.

Just so you know...

- The Trust has a set of Values we would ask you to work within, and these apply to everybody in the Trust irrespective of their role or job. You can find out more here: <https://www.nts.org.uk/our-work/our-manifesto-and-values>.

- This means we want you to have:
 - The ability and willingness to understand others' perspectives and to consider the impact of your actions on them and to adapt your actions as necessary;
 - The ability and willingness to learn and try new things, to be flexible and step outside of your comfort zone;
 - An open and honest way of communicating, ready to ask others for their ideas and to be open to hear and consider different points of view;
 - A pro-active approach to taking initiative and to driving forward ideas and projects designed to improve daily operations and deliver an exceptional visitor experience.

Applications

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via workforus@nts.org.uk, by Sunday 30th June 2024

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Gardener - Culzean"