



## Job Description: Digital Communications Officer

Post Title:	Administrative Officer
Salary:	£20,000 - £24,000 pro rata
Duration:	6 months fixed term (with possibility of extension)
Hours:	15 Hours per week / flexible working*
Start-Date:	March 2021
Location:	Wales**
Line-Management:	Programme Manager

*\*\*All of our team currently working from home due to Covid 19*

*\*We on a 4 day (30 hour) flexible working week (usually Monday - Thursday).*

Cynnal Cymru – Sustain Wales is the leading independent sustainable development organisation in Wales. We exist to accelerate progress towards a just, prosperous and low-carbon future.

Working with our cross-sector members and wider network, we set the agenda and identify opportunities for action on sustainable development; support our members and communities of practice with their sustainability agendas; and share knowledge through training and consultancy work. We are the official partner of the Carbon Literacy Project in Wales and the real Living Wage Accreditation body for Wales.

Cynnal Cymru is in an exciting phase of development and we would like to hire an Administration Officer to support us through its next phase to ensure we are driving and accelerating action on sustainable development in Wales and beyond.



## Job Purpose

Cynnal Cymru requires an experienced administrator to assist the team in administrative matters and to facilitate the Living Wage accreditation process in Wales.

This is a key post to maintain systems for a varied programme of projects and events and to support the Cynnal Cymru team.

This post will also provide administrative and secretariat support for our Board and for external contracted projects. Cynnal Cymru is a bilingual organisation and an ability to communicate through the medium of Welsh as well as English is desirable.

The Administrative Officer will work under the guidance and supervision of the Programme Manager.

We are looking for a candidate who has excellent organisational, writing and digital literacy skills, has the ability to learn new processes, who takes initiative and has experience in office support and project roles.

## Key Responsibilities

- Support Cynnal Cymru campaigns, events and projects, taking on organisational responsibilities where appropriate.
- Deliver the Living Wage in Wales administration and accreditation using Salesforce customer-relationship management CRM system.
- Co-ordinate and respond to enquiries from staff, customers, members, stakeholders and the media.
- Support the role of secretariat for a number of varied groups and boards.
- Support with marketing and communications activities.
- Support the team with funding applications.
- Support the organisation of regular board meetings.
- Support the finance department in budgeting and book-keeping procedures.
- Create and maintain filing and other office systems.
- Create and update records and databases with personnel, financial and other data.
- Schedule and attend meetings, create agendas and take minutes for the Cynnal Cymru Board.
- Monitor and order office supplies.

## Person Specification

### Essential

- Excellent organisational abilities including time management and attention to detail
- Excellent telephone, written and verbal communications skills
- Experience of using Salesforce or similar customer-relationship management CRM packages OR proven ability to quickly learn new computer packages or programmes
- Experience in organising large meetings with diverse stakeholders
- Experience in using digital event and meeting management tools like Eventbrite or similar
- Experience of using communication and conferencing platforms such as Microsoft Teams and Zoom
- Good knowledge of Microsoft Office including Word, PowerPoint, Excel and digital filing in Microsoft Sharepoint
- Experience of taking minutes at board level
- Basic financial administration

### Desirable

- Welsh language (good level of verbal and written skills)
- Undergraduate degree, HND or more than 3 years' experience of administration
- Experience of planning and running projects and events
- Knowledge and background in sustainability
- Experience in updating website content, digital newsletters
- Experience of working with and overseeing different stakeholder groups



## Diversity and Inclusion

Cynnal Cymru is committed to providing equal employment opportunity in all of its employment programs and decisions. We recognise that a diverse and inclusive movement is critical to solving climate change and other sustainability challenges, and that we must ensure that those directly impacted – particularly those who have been excluded in the past – are at the centre of the movement for change.

We do our best to make staff positions accessible to all potential team members, regardless of race, colour, national origin, ethnicity, age, disability, assigned gender, gender expression or identity, sexual orientation or identity, religion or creed, veteran status, and marital or parental status. We strive to recruit team members from communities most impacted by climate change or impacted by other kinds of environmental, social, and economic injustice. We therefore strongly encourage applications from people of colour, women, LGBTQ people and members of marginalised communities.

## Sustainability

We expect you to carry out your job responsibilities in a sustainable manner, ensuring as little damage to the environment as possible. Our aim is to ensure all resources are utilised effectively, efficiently and ethically.

## Welsh Language Policy

In carrying out our work, we try to be as bilingual as possible in our daily operations and treat the English and Welsh languages equally so far as is appropriate in the circumstances and reasonably practical.

If you are invited to interview for the position, do let us know if you would like any carer's costs that you incurred due to attending this interview to be reimbursed. Interviews will be carried out remotely during Covid-19 restrictions.

**Please send your covering letter, application form and the equal opportunities form to [jobs@cynnalcymru.com](mailto:jobs@cynnalcymru.com)**

**For more information about this role, please contact Lynsey Jackson, Programme Director on 029 2043 1713.**