Project Administrator

Salary c£25,000 plus Benefits Package and hybrid working

***Our Success means we need to further develop our team***

We need two Project Administrators to take an active role in supporting our Ecological project managers in delivering environmental projects to a high technical standard, in line with ISO 9001, 14001 and 45001 accreditations plus managing client liaison to enable complete project delivery. These roles, reporting to the Operational Manager, will also promote the work of the team through a variety of media to raise our profile and connect with our clients.

SWT Ecology Services is an advocate for protecting key environmental assets whilst at the same time being a facilitator of development that improves the quality of life for local communities. SWT Ecology Services manages the challenge of reconciling the two and sees each project as an opportunity to achieve the best possible outcome for both parties. Our consultant ecologists balance the objectives of developers with the needs of the environment.

#### The role

The key elements of these roles are to manage queries via email or phone, take meeting

minutes, update project records, manage a portfolio of projects throughout the project life-

cycle, work closely with the Operational Manager, Managing Director and Project Managers

to ensure project milestones are being met, liaise with clients, stakeholders, and subject

matter experts, develop our social media profile.

These are permanent, full time roles but part-time options will also be considered. We operate a flexi and hybrid working policy and aim to provide a good work/life balance whilst having an interesting and challenging working environment.

***The salary offered to successful applicants will be agreed based on qualifications and experience and will form part of a benefits package including: above minimum pension contributions, life assurance of 4 x salary, employee support scheme, 22 days holiday, flexible working policy and a bonus scheme paid three times a year.***

#### Your skills

It is essential that you have a background in administration, project management and report writing within a busy working environment including the use of MS Office packages such as Word, Excel, Teams and Outlook. Experience collecting, managing and analysis of data would be advantageous together with some knowledge of social media platforms. You will need to be personable, flexible and motivated to manage your workload to a very high standard.

Please ensure that you have read the full job profile before applying so that you can complete your application to demonstrate your relevant skills and experience.

#### SWT Ecology Services

SWT Ecology Services has a dynamic and supportive team of experienced ecologists. We are a fully owned subsidiary of Surrey Wildlife Trust. This means that our profits are returned to SWT on an annual basis, thus supporting SWT’s mission to create a living landscape across the county.

Although working for SWT Ecology Services, you will have numerous opportunities to get involved with SWT’s activities.

Our office is in Pirbright; our hybrid working policy requires approximately half your working time to be based there with the remaining time being home based.

#### If this is the role for you:

We are committed to having an inclusive and diverse workplace and encourage applications from backgrounds which may be underrepresented in our sector, including people from minority ethnic backgrounds and people with disabilities.

We are committed to offering an interview to all candidates that meet the essential criteria for the post. Please let us know if you require any adjustment to make our recruitment process more accessible.

If you fulfil the role criteria, please send a completed application form, available on our website, [SWT Ecology Services – Independent Ecological Consultancy](https://www.swtecologyservices.org/) to Luci Langston-Bolt, Operational Manager, SWT Ecology Services [swtes.recruitment@surreywt.org.uk](mailto:swtes.recruitment@surreywt.org.uk). Please include words Project Administrator in title of the email.

The deadline for applications is **5pm Monday 12th February 2024. I**nterviews will be held in person, week commencing 19th February 2024.