

Norfolk Wildlife Services

Post: Business Administrative Assistant



1. About us

Norfolk Wildlife Services is a professional, experienced and dedicated team offering a comprehensive range of ecological and arboricultural consultancy services. All our profits are donated to our 'parent' charity, Norfolk Wildlife Trust for the benefit of nature conservation in Norfolk.

Our focus is on providing high quality ecological expertise to ensure our client's projects move forward while ensuring protection and benefits for wildlife.

2. The Post

The Admin Assistant will be responsible for providing administrative support to help ensure the smooth operation of the consultancy's administrative systems and record keeping.

The post will be part-time (up to 21 hours a week) based at Bewick House in Norwich, with flexible working from home arrangements possible.

The salary is £22,750 pro rata. The post holder will be entitled to 25 days holiday per annum (pro rata) plus bank holidays (pro rata).

A detailed job description and person specification is attached for information and to assist you with your application.

3. Application Procedure

Candidates should apply by sending a copy of their CV, giving full details of education, employment and experience. Please also supply details of two referees. You should also include a statement of application outlining why you consider yourself suitable for the post and what particular experience, skills and attributes you have which will enable you to fulfil the requirements of the job. It would help the selection panel if you refer to the duties and requirements of the job description enclosed in framing your statement.

Completed applications should be marked 'Private and Confidential' and e-mailed to recruitment@norfolkwildlifetrust.org.uk or be posted to Recruitment Applications, Norfolk Wildlife Trust, Bewick House, 22 Thorpe Road, Norwich, NR1 1RY.

The closing date for receipt of applications is **5pm Sunday 01st September 2024**.

Interviews are likely to take place at Bewick House, but online interviews will be considered.

We regret that we are unable to provide feedback from the application stage and if you have not heard from us by the end of September you should assume your application has not been successful on this occasion.

Thank you for your interest in working with us, good luck with your application.

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