

## Job Description

**Job Title:** Administrator

**Location:** Eastleigh with some home working

**Salary:** £24,820 per annum pro-rata (actual £16,770)

**Hours:** 25 hours to be worked over 5 days, Mon-Fri.

**Contract:** Permanent

### About us:

Learning through Landscapes is the UK's leading school grounds charity, dedicated to enhancing outdoor learning and play for all. Our vision is a society where the benefits of regular time outdoors are valued and appreciated, and outdoor learning, play and connection with nature is recognised as a fundamental part of education, at every stage, for every child and young person.

We have unrivalled expertise based on three decades of experience, practical action and research. With offices in England and Scotland and staff based across the UK, our team and our accredited network of outdoor learning experts have the capacity to work nationally and internationally. Click [HERE](#) for more information.

### KEY RESPONSIBILITIES

- Provide administrative support to ensure the smooth and efficient running of LtL's core services and programmes
- Provide administrative and functional support to the management team
- Provide general administrative and organisational support to the LtL team, ensuring the smooth and efficient running of the Eastleigh office.

### SPECIFIC DUTIES

#### *Office Administration*

- Be the first point of contact for all callers, including email, phone and in-person
- Administer incoming and outgoing mail and email boxes, giving appropriate advice or referring onwards on within one working day
- Support the management of IT equipment
- Arrange travel and accommodation for managers, staff and trustees
- Assist with the organisation of events, conferences and training on behalf of LtL
- Organise refreshments and catering at events and meetings
- Maintain LtL's records/files/images both electronic and paper based, ensuring all data is stored accurately and securely in accordance with LtL policy and GDPR law
- Order stationery and day-to-day equipment and refreshments for the LtL office
- Implement LtL's Health and Safety Policy within the office

- Maintain liaison with landlords to ensure a well-maintained office space and oversee the maintenance and replacement of office furniture and equipment.

### ***HR Support***

- Support recruitment and onboarding admin as needed
- Order staff uniforms, badges and equipment as required.

### ***Project Management Support/Administration***

- Respond to project enquiries and requests to ensure they are appropriately actioned within one working day
- Develop good relationships with schools over the duration of the projects Assist with printing and collation of information including replenishment of marketing/training materials, resources and stationery for the project team.

### ***General responsibilities***

- Contribute to LtL through staff and working group meetings and by taking on specific areas of responsibility as required
- Other appropriate duties as required.

What you'll need:

### **Essential criteria:**

- A minimum of 2 years experience of working as part of a team in a busy office environment
- Educated to a good standard of education with C Standard Grades or equivalent
- Fluent in the English language, both written and spoken
- Computer literate with a good working knowledge of Microsoft Office packages
- Excellent interpersonal and customer service skills, with the ability to communicate effectively with a diverse range of people
- Ability to plan, organise and prioritise workload to meet deadlines
- Excellent communicator with a confident telephone manner.

### **Desirable criteria:**

- CRM/database
- SAGE (or similar, such as Xero, Intuit etc.) experience
- Experience with using MS Teams.

### Personal Attributes:

- Commitment to providing a high quality of service
- Professional and friendly manner
- Open-minded, self-motivated and proactive
- A willingness to learn; an adaptable person who learns quickly
- Able to work effectively as a team player, remaining calm under pressure.

*If you don't have all of the above but feel it could be the role for you, talk to us!*

### What we offer:

- Flexible working
- Holiday (pro-rata), 28 days + bank holidays + a “birthday gift” day
- Laptop, phone and travel & subsistence expenses (as per LtL's policies)
- Family & carer friendly policies
- Sick pay
- Pension scheme – 5% employer contribution
- Subsidised Christmas meal
- A supportive and welcoming team of colleagues.

We're an equal opportunities employer. All suitable applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We are actively seeking to increase diversity within our workforce and are committed to recruiting the best people on the objective basis of their skills, ability and experience. We offer a guaranteed interview to eligible applicants who choose to opt-in to the scheme and can demonstrate that they have at least 4 out of the 7 from the essential “what you need” list. To be eligible to apply via the Guaranteed Interview Scheme, you must be from an ethnic minority. **Please state clearly in your covering letter if you are applying under the Guaranteed Interview Scheme.**

We are happy to support with any reasonable adjustments that are needed within the recruitment process.

If you would like an informal chat about the role, please contact the HR Manager, Sarah Knott on 07557 028600 or email [sknott@ltl.org.uk](mailto:sknott@ltl.org.uk).

**To apply:** Please send the following by email to [recruitment@ltl.org.uk](mailto:recruitment@ltl.org.uk)

- Your CV
- A covering letter explaining in no more than one side of A4, your interest in the role and the skills and knowledge you have that make you an ideal candidate
- Contact details (including email address and phone number) of two referees, one of whom should be your most recent employer.

**The recruitment process:**

The deadline for applications is **9am on Monday 7<sup>th</sup> July 2025.**

**If you have not heard from us by 5 pm on Tuesday 8<sup>th</sup> July 2025, you have not been shortlisted.**

Shortlisted candidates will be invited to interview at the Eastleigh office **on Thursday 17<sup>th</sup> July 2025.**

**Candidates will be informed of the outcome of the interviews by Friday 18<sup>th</sup> July 2025.**