



**British
Grassland
Society**

JOB DESCRIPTION

Job Title: Office and events administrator, part time (20 hours)
Salary range: £20-24,000 pro-rata, based on 37 hours (£10,800-£12,900)
Reports to: CEO of the British Grassland Society
Closing date: April 12th 2021
Interview date: Late April (On-line)

Applications to be made by CV (including 2 referees) with a covering letter, to the Society CEO Tom Goatman by e-mail to bgsoffice@britishgrassland.com

KEY FUNCTION

- To carry out the general administration of the British Grassland Society. The person will often be the first point of contact for members of the Society so a friendly and helpful attitude is essential.

PRINCIPAL RESPONSIBILITIES

- General office administration, including telephone and email enquiries
- Manage membership services, including maintenance of the ACT! membership database and taking membership payments
- Manage and assist in making payments and invoicing for sales, sponsorship and membership
- Assist the Society CEO and Knowledge Exchange Coordinator in the organisation and administration of events, webinars, meetings and workshops
- Support the CEO in the management of the BGS accounts using Xero accounting software
- Assisting with the administration of our magazine *Grass and Forage Manager*, eg contacting advertisers and collating advertisements
- Assisting with the production and dispatch of newsletters and other communications
- Helping to maintain and update web content

KNOWLEDGE/SKILLS REQUIRED

- Microsoft Office knowledge is essential – Word/Outlook/Excel/PowerPoint
- Good communication skills, including excellent written English
- Experience of ACT! database and Xero accounting software will be an advantage
- Ability to work as a member of a team and independently when the CEO is away from the office
- A knowledge of grassland agriculture or farming will be helpful but is not essential
- Occasional flexibility of working may be required if attending events

JOB HOLDER PROFILE

- Enthusiastic and confident personality
- Well organised
- Able to be based on the North Shropshire/South Cheshire/Staffordshire border
- Friendly and polite demeanour for working in our membership organisation

HOURS

- 20 per week, preferably spread over 5 days, but negotiable
- This is an office-based role. However, some home working is possible

STRUCTURE OF BGS

The British Grassland Society is a Registered Charity established in 1945 and acts as a forum for all persons interested in grass and forage production, utilisation and its interaction with management of the wider environment. The Society is governed by a board of Trustees, and managed by the Society CEO. The post holder will report to the CEO for first line management.