

St Andrews Environmental Network



Role - Projects Administrator

St Andrews Environmental Network (StAndEN) is a community-led charity and development trust, working within St Andrews to educate and engage local residents about the environment and climate emergency, and to encourage actions to protect the planet and change to more environmentally-friendly behaviour.

We aim to bring together the community, businesses, and town stakeholders to work towards a more sustainable St Andrews.

Included in this pack is the key information relating to the **Projects Administrator** vacancy:

- Job description
- Person Specification
- For more information about St Andrews Environmental Network visit:
www.standrewsenvironmental.org/

The closing date for applications for this post is Monday 12th June at 5pm.

Interviews are scheduled to take place week beginning 19th June

If you have any queries regarding this vacancy, please contact Jane Kell via email:
jane@standrewsenvironmental.org

JOB DESCRIPTION

Job Title:	Projects Administrator
Location:	Based in the Eco Hub, St Andrews
Reports to:	General Manager
Salary:	0.7FTE £20,532 (pro-rata salary £13,688)
Hours:	25 hours per week (10am – 3pm, Mon- Fri), occasional evening & weekend working
Holidays:	28 days pro-rata (inclusive of public holidays)

Overall Job Purpose:

Are you passionate about making a positive impact on the environment? Do you thrive in a dynamic and supportive work environment? If so, we have an exciting opportunity for you to contribute to our mission of creating a sustainable future. We seek a skilled and enthusiastic Projects Administrator to join our team on a 1-year fixed-term basis with the potential for extension.

Responsibilities:

- Provide comprehensive administrative support to the management team, ensuring smooth operations and efficient workflow.
- Handle inbound queries (telephone, email & face-to-face), responding promptly and professionally to maintain excellent stakeholder relationships.
- Manage and maintain our Customer Relationship Management System (CRMS), ensuring accurate and up-to-date records. In-house training will be provided.
- Assist in managing diaries, scheduling appointments, and coordinating meetings and events.

- Support the daily activities of numerous projects, ensuring effective coordination and timely delivery.
- Provide face-to-face assistance to visitors and enquirers, offering friendly and helpful support.
- Contribute to marketing efforts by assisting with content creation, social media management, and promotional materials.
- Any other reasonable tasks requested by the management team.

Desired Skills and Qualifications:

- Proven experience in an administrative role, demonstrating strong organisational and multitasking abilities.
- Excellent written and verbal communication skills, with a friendly and professional demeanour.
- Proficient in using office software and systems, including CRMS, Microsoft Office, and social media platforms.
- A proactive and flexible approach, able to adapt to changing priorities.
- Ability to cooperate constructively with colleagues and work as a team player
- Passion for environmental sustainability and a desire to make a difference.

Why Join Us:

- Work in a dynamic, forward-thinking organisation committed to creating a sustainable future.
- Collaborate with a passionate team of individuals dedicated to environmental initiatives.
- Gain valuable experience and develop administration, project coordination, and stakeholder management skills.
- Enjoy a positive, inclusive work environment encouraging growth and professional development.

PERSON SPECIFICATION

This section details the attributes, e.g. skills, knowledge/qualifications and competencies required to undertake the full remit of this post.

Attributes	Essential	Desirable	Means of Assessment (i.e. application form, interview, test, presentation etc)
Education & Qualifications <i>(technical, professional, academic qualifications and training required)</i>	Good general education or vocational qualifications e.g. National 4/5 English or equivalent	Higher level English or equivalent	Application/certificates
Experience & Knowledge <i>(examples of specific experience and knowledge sought)</i>	Experience of working in administrative service-related role. IT literate- working knowledge of Microsoft Office.	Experience of working in third sector Keen interest in sustainability and environmental issues Customer service experience Experience of CRMS	Application/interview/ references
Competencies & Skills <i>(e.g. effective communication skills, initiative, flexibility, leadership etc)</i>	Ability to prioritise work without close supervision. Planning and organisational skills, able to reprioritise work to ensure deadlines are met	Working understanding of marketing and current social media.	Application/interview/ references

	<p>Good attention to detail</p> <p>Excellent communication skills & ability to deal with queries in a sensitive manner.</p>		
<p>Other Attributes/Abilities</p> <p>(if applicable)</p>	<p>Ability to work as part of a team and on own initiative</p> <p>Comfortable with lone working</p>		Application/interview

Essential Criteria – requirements without which a candidate could not undertake the full remit of the role. Applicants who have not demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria – requirements which would be useful for the candidate to hold. When shortlisting, these criteria will be considered when more than one applicant meets the essential requirements.