



Project Administrator

Biophilic Wales at the National Botanic Garden of Wales

Biophilic Wales is a three-year project funded by the Welsh Government under the Enabling Natural Resources and Well-being Grant Scheme (ENRaW). The project will increase the well-being of people, biodiversity and the environment, throughout Wales, using three interconnected work packages: Inspiring Spaces, Grasslands for Life and Plants for People. This is a partnership between the National Botanic Garden of Wales, Swansea Bay University Health Board, Natural Resources Wales and Swansea University, along with other partners and collaborators throughout Wales.

Inspiring Spaces

Transforming amenity grasslands and under-utilised outdoor areas, into spaces that are full of wildlife, where people can enjoy and be restored by the natural world.

We will deliver community co-developed green infrastructure projects, using 40 sites within the Swansea Bay University Health Board estate as focal points. The sites surround hospitals, health-centres, mental health and residential facilities. We will increase biodiversity value, accessibility, ecosystem services and connectivity. We will create inspirational green spaces for people to connect with nature. The work we do will be used to develop models that can be applied throughout Wales.

Grasslands for Life

Developing resilient grassland ecosystems by revolutionising monitoring and strengthening restoration activities. Connecting people with Wales' most beautiful landscapes.

We will revolutionise how we monitor grasslands, enabling us to manage, restore and create sites that maximise biodiversity and ecosystem resilience. We will use innovative soil DNA barcoding to determine the entire biosphere of grasslands (including plants, animals, fungi and microbes). Our sites will range from amenity grasslands within the Swansea Bay University Health Board estate, colliery spoil sites to conservation grasslands in NNRs throughout Wales. We will develop cost-effective tools and protocols that can be used by land managers and conservation practitioners.

Plants for People

Celebrating Wales' natural heritage by protecting our most threatened plants, for the people of Wales.

We will use a scientific evidence-base, *in-situ* and *ex-situ* conservation and public engagement to celebrate and protect Wales' most endangered plants. We will ensure that Wales' most threatened plants and key grassland species are protected for the future by collecting seed for the National Seed Bank of Wales. We will develop approaches to ensure that Welsh provenance seed of grassland species are available for restoration and creation projects. Community and volunteer groups, within the Health Board and beyond, will help to grow Wales' threatened plants to create a distributed network for plant conservation.

The Role: Project Administrator

We are looking for someone who is highly organised, with excellent attention to detail and a high level of numeracy to provide administrative support to the Biophilic Wales project. You will help to ensure that the project outputs and outcomes are correctly measured and reported, collecting and summarising the metrics required to evidence this. You will prepare and help to submit claims, collating invoices and timesheets and ensuring that record keeping is up to date and accurate. The Project Administrator will help to ensure effective communication within the Project Partnership Group, project collaborators and other stakeholders. This will involve organising meetings of the Project Partnership Group, taking minutes and

disseminating project information. You will provide a primary point of contact for volunteers interested in being involved with the project and help to administer the Biophilic Wales Skills Development Award. Fluency in written and spoken Welsh is highly desirable and an understanding and commitment to the mission of the National Botanic Garden of Wales is essential.

This is a full-time, fixed term, position starting from 25th September 2019 (or as soon as possible after that) and finishing 31st March 2022. Hours of work are 37.5 per week, working five days out of seven, with some weekend work required occasionally. The post is based at the National Botanic Garden of Wales with some visits to the Swansea Bay University Health Board Estate to support project delivery. The salary is up to £20,000 per annum according to qualifications and experience.

Informal enquiries are welcome and should be directed to the Head of Science and Biophilic Wales Project Lead: Dr Natasha de Vere – natasha.devere@gardenofwales.org.uk.

Applications, in the form of a cover letter and CV clearly showing how you meet the criteria, together with full contact details of two referees, should be emailed to natasha.devere@gardenofwales.org.uk by 4th August 2019. Interviews will take place the week commencing 12th August.

Job Description

Post Title	Project Administrator
Department	Science Department, National Botanic Garden of Wales
Reports to	Green Infrastructure Officer – Biophilic Wales
Responsible for helping to manage	Volunteers

Outline purpose of role

The Project Administrator will provide administrative support to the Biophilic Wales project. You will help to ensure that the project outputs and outcomes are correctly measured and reported, collecting and summarising the metrics required to evidence this. You will prepare and help to submit claims, collating invoices and timesheets and ensuring that record keeping is up to date and accurate. The Project Administrator will help to ensure effective communication within the Project Partnership Group, project collaborators and other stakeholders. This will involve organising meetings of the Project Partnership Group, taking minutes and disseminating project information. You will provide a primary point of contact for volunteers interested in being involved with the project and help to administer the Biophilic Wales Skills Development Award.

Responsibilities

1. Responsible for grant bookkeeping duties and keeping accurate and timely records associated with the Biophilic Wales project. Utilise Sage Bookkeeping software for this purpose.
2. Collate and manage invoices, timesheets and outcome metrics, use these to prepare claims and ensure that these are well organised and available for auditing purposes.
3. Act as a point of contact for volunteers interested in working on the Biophilic Wales project and administer the Biophilic Wales Skills Development Award.
4. Maintain records on participation in public engagement and feedback from these to ensure that outputs and outcomes are correctly and accurately reported.
5. Organise meetings of the Project Partnership Group, project collaborators and other stakeholders, take minutes and disseminate information.
6. Ensure records and materials are held according to appropriate conventions and standards of professional practise, including data protection requirements. Ensure that these are in line with the grant regulations.
7. Undertake ordering, invoicing and office management for the Biophilic Wales project.
8. Assist with organising public engagement events, conference and other project activities.
9. Act as a liaison point for collaborators and other appropriate agencies, ensuring clear and positive communication and supporting shared understanding and delivery of goals, targets and underpinning processes.
10. Contribute, as a member of the Biophilic Wales team and Botanic Garden staff to any activities or duties that support and promote the National Botanic Garden of Wales and project partners and help in its smooth day to day running and overall success.
11. Such other duties as from time to time will be allocated.

PERSON SPECIFICATION

- Specified below are the criteria considered necessary to fulfil the role.
- This information is made openly available to applicants and will form the basis for the recruitment and selection process.
- Only those applicants who meet these criteria adequately will be considered.

	Essential Criteria
1	Educated to degree level or equivalent.
2	Experience of bookkeeping and handling financial information.
3	Proven organisational skills with keen attention to detail.
4	Excellent numeracy, keyboard skills, and IT capability. Able to manipulate data and information, to interpret and report on trends and results.
5	Excellent and well-developed personal communication skills including oral articulacy, fluent written style, presentational confidence.
6	Skilled in the use of Microsoft Office packages, especially Excel and with Sage bookkeeping software.
7	Track record of working to a high level of individual responsibility and accountability.
8	Genuine passion for the mission and purpose of the Botanic Garden and enthusiasm for contributing to its success, team spirit, reputation, and ethos.
	Desirable Criteria
9	Fluency in written and spoken Welsh, as well as commitment to the people, language, and culture of Wales.
10	Qualifications in bookkeeping/accountancy.