



Forest School SNPT

Job Description: Forest School Administrator

Job Title:	Forest School Administrator
Job purpose:	To support the general administrative needs of the organisation, ensuring the smooth running of the charity.
Responsible to:	Forest School Manager
Responsible for:	N/A
Based at:	Bishop's Wood Countryside Centre, Caswell, Swansea
Hours:	15 hours per week
Work pattern:	Flexible (to meet the needs of the organisation)
Employee Salary:	£26,525 (pro rata)
Contract:	Permanent

General Duties

- To respond to enquiries via telephone, email and social media in relation to delivery of sessions, parties and school trips.
- To work with the training team, the delivery team and the Forest School Manager to ensure all resources (including consumables, equipment and office supplies) are kept adequately stocked and an accurate inventory of equipment and resources is kept up to date.
- To order supplies from ethical suppliers in consultation with the Manager.
- To write small funding bids, for the organisation.
- To sort through the filing cabinets, and getting rid or scanning what we need to put in the drive.
- To ensure the equipment store is kept neat and tidy at all times by working with the FS Lead to make sure all equipment is fit for purpose.
- To keep an updated inventory of equipment to ensure this is kept up to date on a monthly basis.
- To keep an updated inventory of consumables and ensure that everything is on date.

- To order consumables and equipment with the Manager's permission.
- To ensure that the staffing spreadsheet is updated and all staff are in place for sessions.
- To ensure the Calendar is kept up to date.
- To assist with funding bids.
- Collate mailing lists and distribution lists.
- Keeping stock of the Library in conjunction with the Training Admin
- Website updates - coordinated with Training Admin and Manager
- To take minutes of staff meetings and other meetings when needed.
- Purchase stationery and office equipment

Delivery support

- To ensure that the Eequ system is kept up to date with relevant booking information for Forest School sessions.
- To manage the calendar of Forest School events.
- To provide all delivery staff with relevant paperwork prior to each session, via our electronic system.
- To provide staff with information on project planning.
- To create a database of all those attending sessions in line with the monitoring and evaluation requirements of the organisation.
- Promote and advertise sessions – fb, appropriate mailing list
- Administer bookings
- Provide information to staff/sessionals for project/session planning
- Book staff/sessionals and liaise with staff and client at each stage of projects/sessions
- Prepare online files and documentation for projects/sessions.
- Enter projects to calendar and monitor and update calendar and staffing
- Point of contact for staff/sessionals and emergency contact on manager's days off
- Respond to staff/sessionals/volunteers on the various FS whatsapp groups
- Maintain good relationships with staff/sessionals/volunteers and provide support
- Cover Manager's annual leave

Marketing

- To keep our website up to date with simple general changes.
- To design posters for sessions and ensure the staff running the sessions put them out to gain more customers.
- To compile a quarterly newsletter and send through Mailchimp.
- To maintain a general regular presence on social media.
- Produce and distribute publicity materials
- Update Web site in conjunction with Training Admin and Manager

- Assist with practical project administration

Other responsibilities

- To comply with health and safety guidelines as set out within the staff handbook.
- From time to time to support the Forest School Manager with project-related tasks, including budgets and forecasts, writing simple grant applications, monitoring and evaluation of projects.
- To carry out any other reasonable duty as requested by the Forest School Manager or Trustees.

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Person Specification

Experience

1	Good understanding of administration duties including planning, organising	Essential
2	Proficient in using standard office software (Google Workspace).	Essential
3	Familiarity with website management and updates.	Essential
4	Good working knowledge of using social media and other types of marketing	Essential
6	Able to manage and prioritise a complex workload	Essential
7	Experience of working with databases and other programmes	Essential
8	Proven experience in administrative roles, preferably within a non-profit or membership-based organisation.	Essential
9	Fundraising & writing funding applications	Desirable
10	Understanding of Forest School principles and practices is advantageous.	Desirable
11	Proactive approach to problem-solving, capable of identifying and addressing issues independently.	Desirable

Education and training

1	GCSE maths and English at grade C or above	Essential
2	An administration qualification or experience	Essential
3	A Forest School qualification	Desirable
4	Welsh Language	Desirable

Knowledge and skills

1	Excellent written and verbal communication skills	Essential
2	Strong ability to produce clear and engaging content for newsletters, social media, and conference materials.	Essential
3	Good IT skills including experience and knowledge of Microsoft Office Suite / Google Workspace	Essential

4	Ability to work alone and as part of a team	Essential
5	Ability to travel independently around the area	Essential
6	Knowledge and experience of Accredited training delivery and Agored Cymru	Desirable
7	Knowledge of Welsh Language	Desirable
8	Local knowledge of Swansea and Neath Port Talbot	Desirable

Attitudes and values

1	Understand and value the Forest School approach to learning and development	Essential
2	A personal commitment to our organisational vision, aims, and objectives	Essential
3	Understand and value diversity, inclusion, and equal opportunities	Essential