

Position: Office & Events Administrator
Reporting to: Chief of Staff & Operations
Based at: Vauxhall, London
Hours: 9am-5.30pm, Monday-Friday (hybrid)
Salary: £25,000
Deadline: Email applications to be received by 10 November 2023

Please submit a covering letter and your CV to lottie-clinch@countryside-alliance.org

Countryside Alliance

The Countryside Alliance is a campaigning organisation that promotes the rural way of life in Parliament, in the media and on the ground. We campaign for the countryside, for rural communities and for hunting and shooting.

Our mission is to promote understanding and acceptance of the rural way of life and activities such as hunting and shooting in a managed landscape, protecting them from bias, misinformation and over regulation.

The Post

An exciting opportunity has arisen in the Operations Team for a proactive and extremely organised individual to join a small but highly influential campaigning organisation.

As the Office & Events Administrator at Countryside Alliance, you will play a crucial role in ensuring the smooth day-to-day operation of our office and will be responsible for the coordination of the Alliance's attendance at shows and events throughout the year.

Responsibilities:

Your responsibilities will include, but are not limited to:

- Managing correspondence including calls, e-mails, letters etc.
- Processing and recording cheques and donations.
- Providing meeting support and managing meeting room bookings.
- Maintaining accurate records and databases as required.
- Managing the planning, logistics and delivery of shows and events throughout the year.
- Managing travel and accommodation arrangements for staff attending events.
- Working with the marketing team to deliver marketing materials for events throughout the year.

Qualifications:

- Proven experience as an office administrator or in a similar administrative role.
- Proven experience using Customer Relationship Management (CRM) systems.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Strong organisational and multitasking skills.
- Excellent written and verbal communication abilities.
- Attention to detail and accuracy in data entry.
- Ability to handle confidential information with discretion.
- A team-player that enjoys being part of a small team.
- Knowledge of rural and countryside-related issues is desirable but not mandatory.