



UKHarvest Job Description

Job Title: Executive Administrator

Responsible to: The CEO, UKHarvest

Location: UKHarvest, Donnington Office, Chichester

Salary: Circa £25,000 - £30,000 depending upon experience

Hours: Full time (37.5 hours a week). Some evening and weekend work will be required.

UKHarvest Background:

Established in 2016 and operational from 2017, UKHarvest's head office is based in Donnington, Chichester. UKHarvest is an environmental charity, rescuing good food from going to landfill and feeding those in need. We are also a national food education charity. The Donnington Hub delivers opportunities for all to nourish the mind, body and soul. We use rescued food as a medium to empower people to cook well for less. We rescue good food from going to landfill, redistribute it free of charge to local charities and those most in need. We offered fresh food on a "donation" basis in 16 community food hubs and there is the provision of food and nutrition education activities to meet local need and prevent household food waste. We deliver learning and training opportunities and providing engagement and outreach services for the communities. We work in partnership with local communities, public bodies, private companies and other voluntary sector organisations to support communities in need, using rescued food as a medium. We deliver consistent and high quality community development activities focused on preventing food waste in the home and helping those in need to cook well for less. We improve social cohesion, combat social isolation and loneliness and use food to educate and engage communities and facilitate social action around nutrition and the environment. We improve people's lives and to engender community capacity building. We add value to community development activities which are already in place. We provide sustainable solutions.

Job Background:

The purpose of this role is to organise and provide support to the CEO and act as interface with main projects in UKHarvest, including the Nourish Hub in London. The post holder will also keep up to date with what's going on in the projects via strategic and operational objectives and ensure the efficient and effective running of the Donnington Office of UKHarvest.

Main Objectives

Support Provider

- To organise and provide admin support to CEO and Senior Leadership Team.
- Operate and coordinate cover of UKHarvest
- To carry out general office duties, including opening and distribution of post, maintenance of stationery, stock and postage supplies.
- To manage Outlook Calendars for CEO.

UKHarvest Ltd

info@ukharvest.org.uk | 01243 696940 | www.ukharvest.org.uk | @UKHarvest

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- To be responsible for the operation and efficient running of all equipment in Central Office.
- Summarise UKHarvest annual surveys.
- To be familiar with and implement the principles of social role valorisation.

Networker / Bridgebuilder

- Ability to service meetings of all levels e.g. take and produce minutes, circulate agendas and minutes for Board Meetings, AGM, Senior Leadership Team Meetings, Staff and Donnington Central Office team meetings.
- To organise thank you letters to acknowledge donations,

Adventurer

- Set up and administer of The Friends of UKHarvest membership and AGM notices.
- Willing to utilise software to support and enhance operations.
- Make suggestions on how the UKHarvest can continuously improve.
- To step out of comfort zone, to explore & consider innovative approaches to meet the UKHarvest's objectives
- Consider the use of technology in enhancing performance
- Promote the UKHarvest an employer and service provider of choice
- Ensure you maintain a programme of continuing professional development.

Teacher

- To provide staff, volunteers or members of the public with information when required.
- Support staff with basic IT Support, including use of word, excel, HR software.

Mediator

- Communicate with other projects and external organisations.
- Build and maintain positive working relationships with colleagues and clients.
- To deal with telephone and general enquiries as appropriate.
- Identify and manage any conflict, deal with any concerns/complaints in a professional and timely manner.

Coach

- To support project managers to complete their administration effectively and efficiently.
- Support managers on working to the UKHarvest's policies.

Risk Taker

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- Risk taking in this context is about trying new approaches, not about exposing UKHarvest to the risks of employment law.
- Researching new ways of becoming more efficient (systems management etc)
- To ensure the observance of Health and Safety Regulations and safety procedures under the Health and Safety at Work Act and be mindful of the needs to safeguard the health and safety of clients and others.

Additional Duties and requirements:

- To perform any other duties that are commensurate with the post and may be specified from time to time by the CEO and organisation.

The Person Specification**Essential:**

- Computer literate, including Microsoft Office, e-mail and online applications. Ability to use HR software and CRMs. (E)
- Excellent organisational and administration skills, with superior attention to detail. (E)
- Integrity & understanding of confidentiality. (E)
- Excellent interpersonal skills. (E)
- Excellent communication & presentation skills. (E)
- Ability to prioritise and self motivate. (E)
- Excellent team skills. (E)

Desirable:

- Able to be flexible in hours (D)
- Administration qualification (D)

How to apply

Please send you CV and cover letter to andrew.meredith@ukharvest.org.uk, referencing 'Executive Administrator' in the subject. When completing your cover letter, you should demonstrate/evidence the extent to which you have the necessary qualifications, experience, knowledge, and skills identified.

Indicative timeline of recruitment

Closing date for applications: Thursday 7th December 2023

Interviews will commence: 11th – 22nd December

Role will begin: A.S.A.P

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