



Conservation Collective – Administrator

- Location & Hours: Remote and flexible working as standard
- Salary: In the region of £25,000 dependant on experience
- Start date: January 2022
- Line manager: Executive Director
- Working closely with: Network Director, Finance Manager, Comms Manager, Trustee & Founder

Are you an organised and confident person, passionate about the environment, entrepreneurial spirited, detail oriented and enjoys IT? Great, you're in the right place then, read on.

The [Conservation Collective](#) comprises a growing global network of locally focused environmental foundations, working through communities to protect and preserve biodiverse ecosystems, and to combat and safeguard against climate change. The model is built on the central belief that people care deeply about protecting and restoring the places they know and love.

There are now sixteen foundations in our network, including eight in the Mediterranean, across Cyprus, Greece ([Ionian](#) and [Cyclades](#) Islands and the [Argolic Gulf](#)), Italy ([Tuscany](#)) and Spain ([Ibiza](#), [Mallorca](#) and [Menorca](#)); two in the UK ([Devon](#) and the [Highlands & Islands of Scotland](#)); two in the Caribbean ([St Vincent & the Grenadines](#) and [Barbados](#)) and two in the Indian Ocean, [Sri Lanka](#) and Kenya ([Lamu](#)), [Pakistan](#); and in the Leuser Ecosystem (Indonesia).

Each of these foundations follows the Conservation Collective's proven model of environmental grant giving at the grassroots that is nimble, non-bureaucratic, and "gets stuff done". To date over £6.5 million has been raised to protect and restore nature on land and at sea across, and this money has been transformational for some extraordinary projects.

In the central team there are four full time staff. Our team launches new foundations, and provides operational, strategic, and financial support to drive the growth and success of our member foundations.

We're growing fast and are looking for an enthusiastic and organised administrator to support the team and ensure we achieve our objectives in a successful manner.

We're looking for a well-rounded person to support us across the charity, the main areas are team admin and logistics with running the network, financial admin, support related to creating new foundations and event management:

- Organising meetings and team travel arrangements.
- Assisting with setting up new foundations (overseeing tracking lists, mail outs etc).
- Event administration – booking venues, arranging online webinars, invites and guestlists.
- Tracking fundraising relationships for network members and CCHQ (Salesforce).
- Helping with Salesforce support for the network and general database administration.





- Provide administration support to the Finance Manger to:
 - keep financial records and software updated (currently using Xero).
 - Process payments, expenses, and grants, checking paperwork, payment details and initial problem solving.
 - Be a first point of contact for queries for foundations and funders.
 - Assist with sending monthly finance reports to foundations.
- Trustee meeting administration including preparing paperwork and writing up minutes.
- Organising and supporting shared filing system (One Drive).
- Assisting network members with various account set-ups e.g., donor box/stripe.

The ideal candidate will be:

- Organised
- Confident
- A self-starter with strong initiative
- Passionate about nature and the environment
- Able to work in a fast paced and varied environment
- Keen and willing to try new things and learn
- Finance experience is not essential as training will be given on our systems
- Flexible and attracted to an entrepreneurial role.
- Comfortable with using (or learning to use) MS Office suite, Canva, Trello, Mailchimp, Insta, Facebook, Twitter, LinkedIn, WordPress, Salesforce, Xero, GoDaddy, Stripe.

Benefits:

- Flexible working as standard
- Unlimited holiday allowance
- Annual bonus
- Employer pension scheme
- Possible travel
- Saving the world!

To apply send a CV and short cover letter to jade@conservation-collective. Deadline 30 November.

