



Conservation Collective – Team Assistant

- Full time role
- Start date: mid-April
- Salary: £26,000 p/a. Annual pay increase in line with cost-of-living rises, and annual pay review.
- UK based (ideally in London/Hampshire)
- Line manager: Executive Director
- Working closely with: Network Director, Finance Manager, Comms Manager, Trustees & Founder

Application deadline 5th April 2022

Are you an organised and confident person, with great attention to detail who enjoys IT and who is passionate about the environment? Great, you're in the right place then, read on.

The Conservation Collective (CC) funds solutions to protect the environment, restore nature, and safeguard against climate change. The CC UK charity is a network which incubates, launches, and supports local foundations to channel new streams of environmental funding to support the most impactful grassroots projects.

Environmental philanthropy faces two key challenges: persuading people to direct money to the biggest issue of our time and getting that money to the most effective environmental initiatives. We have a proven and winning formula for both. Our growing network has already raised and distributed millions of pounds, and we're just getting started...

As the demand for our model increases around the world, this growing team is looking for an organised administrator to support our team of four. The role will work closely with the:

- Executive Director supporting work related to managing the charity, creating new foundations and fund raising.
- Network Director and Marketing Manager with database management, systems coordination, and event management.
- Finance Manager with processing payments, 1st point of contact for foundations and donors.

Main tasks

- Organising meetings and team travel arrangements.
- Organising and supporting shared filing system (One Drive).
- Taking minutes during meetings and circulating together with action items, as a follow up.
- Overseeing the adoption and management of a new network wide Salesforce CRM database.
- Tracking fundraising relationships (Salesforce).
- Assisting with setting up new foundations (overseeing fund raising tracking via Salesforce and project management spreadsheets, mail outs etc).
- Assisting network members with account set-ups e.g., website domain, zoom etc.
- Coordinating IT support with third party provider, e.g., on boarding new starters.
- Supporting the Exec Director with updating and tracking contracts and legal agreements.





- Overseeing the smooth running of internal systems.
- Disseminating best practice within CC network.
- Provide administration support to the Finance Manager 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.

The ideal candidate will be:

- A strong and experienced administrator
- Organised, pro-active and confident
- A self-starter who demonstrates strong initiative
- Able to work in a fast paced and varied environment
- Keen and willing learn and to try new things
- Passionate about nature and the environment

The ideal candidate will have the following skills:

- Bookkeeping/financials experience welcomed, but training will be given on our systems
- Fluent in CRM database and systems management (experience of Salesforce would be ideal)
- Comfortable with using (or learning to use) MS Office suite, Canva, Trello, Mailchimp, Insta, Facebook, Twitter, LinkedIn, WordPress, Salesforce, Xero, GoDaddy, Stripe.

Benefits: being part of a dynamic, creative, and growing team working to amplify the impact of the most effective local grassroots solutions.

- Flexible working as standard.
- Unlimited holiday allowance.
- Employer pension scheme.
- Occasional travel.

Apply by 5th April by sending a CV and cover letter to Jade Brudenell jade@conservation-collective.org.

