

JOB TITLE: ADMINISTRATION OFFICER (FARMING)
ACCOUNTABLE TO: FARMING TECHNICAL OFFICER
TEAM: NATIONAL LANDSCAPE TEAM
LOCATION: HARBOUR OFFICE / SITE VISITS
GRADE: GRADE 4 (SPC 5-6) £24,790 PRO RATA
HOURS: 10 HOURS PER WEEK, SOME EVENINGS
DURATION: 12 MONTHS FIXED TERM TO 31 MAY 2026
EXTENSION: SUBJECT TO FUNDING

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PURPOSE

To provide administrative support to the Farming in Protected Landscapes (FiPL) programme at Chichester Harbour National Landscape.

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DUTIES

Administration

- Maintain online filing systems.
- Data management.
- Drafting onward (grant) agreements.
- Project monitoring.
- Assisting with communication materials and events as and when required.

Financial

- Oversee multiple farming projects through initiation, project development, implementation, and conclusion.
- Input data into the monitoring spreadsheet.
- Monitor expenditure against the programme budget and provide regular updates on progress towards programme spend.
- Manage invoices as well as incoming and outgoing expenditure.
- Provide financial information required for regular reporting to Defra, ensuring adherence to delivery schedules.

Meetings

- Set up Local Assessment Panel (LAP) meetings and prepare the accompanying papers.
- Take minutes (6-8 evening meetings per year usually between 4pm and 8pm).

OTHER

- Team working ethic.
- To undertake any other relevant duties as determined by CEO.

PERSON SPECIFICATION

Knowledge, Skills and Experience

Qualifications

- Good standard of education, including numeracy and literacy skills.
- Minimum GCSE level or equivalent.
- An administration qualification would be desirable.

Experience

- Project administration.
- Budget administration.
- Facilitating meetings.

Skills

- ICT skills with good working knowledge of Microsoft Office (especially Microsoft Word and Excel).
- Operate in accordance with data protection legislation.
- Good level of oral and written communication skills.
- Able to manage information and data to interpret written, oral, and numerical reports.
- Strong interpersonal skills, with the ability to establish good working relationships with a range of people, including colleagues, volunteers, the public and external partners.
- Organised and able to work on own initiative or as part of a multi-disciplinary team.
- Basic knowledge of farming desirable but not essential.

Other

- Able to attend Local Assessment Panel evening meetings when required.
- The postholder will be required to attend a variety of locations around the Harbour, many of which are not served by public transport.