



Job Title:	Office Coordinator
Location:	The Ernest Cook Trust Office, The Park, Fairford, GL7 4JH
Salary:	c.£30-33,000 pa
Contract:	Full time (35hrs per week). Fixed term for two years
Benefits:	Contributory pension scheme, 27 days annual leave, death in service benefit and additional sickness benefit cover
Reports to:	Director of Finance & Operations
Management:	No line management responsibility
Role Purpose:	To support this growing charitable trust by establishing and developing a well-functioning office

THE ROLE

This is a brand new, fixed term (two years) role within The Ernest Cook Trust and part of the ongoing development of the core team. The Office Coordinator will play a crucial role in ensuring the smooth running of our headquarters in Fairford by establishing and developing systems and business support functions needed by this rapidly growing organisation.

THE ORGANISATION

The Ernest Cook Trust (ECT) (<http://ernestcooktrust.org.uk>) was founded as an educational trust by Ernest Cook in 1952. The Trust was endowed with 14,462 acres of agricultural land, which has grown through acquisition and endowment to over 22,000 acres today. Our head office is based on the Fairford Estate in Gloucestershire.

ECT's mission is

inspiring young people to achieve better educational and life outcomes by learning from the land.

We fulfill this through three main functions:

- **Management of the Landed Estates:** Our 22,000 acres are spread over seven main estates and two other holdings in five counties (Gloucestershire, Buckinghamshire, Leicestershire, Dorset and Oxfordshire). The estates comprise around 40 let farms, some small parcels of woodland and 250 let houses and cottages.
- **Grant giving:** We currently support over 500 different organisations each year with around £2m of grants. We are refocusing our grant giving activity around our core vision.
- **Direct Provision of Education:** Around 33,000 children visit our estates annually and we have started to build partnerships with other estates and organisations, to deliver exciting programmes of work to fulfill our mission.

JOB DESCRIPTION

If you love order and variety, you will thrive in this job. You will be experienced at setting up new systems and delivering high quality service, but equally be able to use your creativity to find new ways of doing things that best suit the ECT, its unique structure and work and its very special employees.

Your purpose is to ensure business continuity in our changing patterns of work: you will be the dependable person that everyone relies on to facilitate them carrying out their work to the highest performance. You must be able to see how the varied functions that we fulfil need a comprehensive and unified approach and you will work closely with the heads of department, acting as coordinator in business function.

You'll be confident using a variety of IT packages to create reports and keep accurate records. Working with the management team, you will ensure that compliance and risk documentation is completed and kept up to date and communicated across the organisation.

Yours will be a new role, so you will need to be self-motivated, devising your own priorities and deadlines, working new ideas through to detailed implementation. The following description is intended to provide guidance as to duties but is not exhaustive:

Health and Safety

- Day to day lead for the H&S forward plan
- Reporting to senior management team on progress
- Management of and reporting from the H&S database working with managers and staff
- Maintenance of compliance and training records, including reminders to staff
- Arrangement of in house update and training events as required
- Reporting to regulators and on incidents and other returns where required working with managers
- Support external consultancy and other expert work as required

Human Resources

- Initial induction process and collection of required starter information for onward use and filing
- Provision of required office resources for new starters including workstation compliance checks
- Management of annual leave records
- Development and management of HR systems and processes to ensure all compliance and business requirements are met
- Support Chief Executive and Director of Finance & Operations in developing HR function, policies and in HR matters as required
- Management of leaving processes including retrieval of equipment and other resources
- DBS processing, administration and renewals

Information Management and Technology

- Day to day relationship management of IT and telecom service providers
- Management of requests, authorisation, provision and implementation of IT equipment
- Maintenance of register of equipment and users and associated processes for updating and reporting
- Management of all landline, broadband and mobile equipment including various suppliers
- Review of usage and checking of incoming invoices from suppliers
- Reviewing contracts as required to ensure continuing value for money

Office management

- Management of printing, stationery, office and general supplies, including cleaning services
- Work closely with Estates Team in managing a safe and appropriate working environment for staff
- Support the requirements of and move to new office accommodation
- Provide support where needed to reception activities to ensure exemplary customer service

Risk management

- Administration of and reporting on the risk register
- Assist in preparation of reports on risk management to Trustees

Other

- Maintain records of all vehicles, their tax and MOT status with users to ensure compliance
- Any other duties as required by the organisation

SKILLS AND EXPERIENCE REQUIRED

Minimum three years' experience in a similar role

- Excellent communication skills and a self-motivated approach
- Experience of project management
- Empathy with the ECT's work and a desire to contribute to the achievement of our mission
- Use of business systems, databases and Microsoft Office products
- Work well under pressure, keeping a cool head with multiple workloads
- Confidence creating and working with new processes
- Experienced in setting up and using systems and records in H&S, HR and other administrative areas
- Excellent interpersonal and people skills
- Helpful and approachable manner
- Organised with attention to detail

First interviews to take place w/c Monday 17 December 2018.

If you are interested in a permanent role working with a charitable trust in a beautiful rural setting then please send a full CV with covering letter to chief.executive@ernestcooktrust.org.uk by 9am on Monday 10 December 2018.

The organisation offers fantastic benefits including 27 days annual leave plus statutory holidays, life assurance at 4 x gross salary and a varied, creative and friendly (and dog-friendly!) working environment.

The Ernest Cook Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.