

Project Business Administrator

Role Description

Post: Susan's Farm Project Business Administrator

Responsible to: Trustees

Weekly hours: 25 hours

Contracted payment: £6000 (£2000 / month)

Susan's Farm CIO is a registered charity delivering therapeutic and educational opportunities on an organic, pasture fed livestock farm in Northeast Cumbria. We work with a range of children, young people and adults to offer a variety of activities across three different sites. We also manage our farming enterprises and sell our produce locally and nationally.

OUR VISION is that people's lives are transformed by working together in purposeful outdoor activity so they can reach their full potential.

We are seeking a highly organised and detail-orientated Project Business Administrator to enhance the day-to-day administrative functions of our organisation. The ideal candidate will be proactive, with strong organisational skills and experience of working in an office environment.

This project is over a period of three months.

1) Main Purpose

- i) To review Susan's Farm's current administrative systems and procedures in consultation with trustees, the Education Manager and Administration and Facilities Officer.
- ii) To coordinate and manage changes to office operations to ensure the efficient functioning of the office environment.
- iii) To embed the administrative systems and procedures and communicate changes to staff and trustees.

2) Duties and Responsibilities

- i) To organise the office environment so it is conducive to an effective, efficient workspace.
- ii) To move current paper-based administrative systems and procedures to the web-based platform SharePoint.
- ii) To organise and manage information on SharePoint in a structured way, ensuring confidentiality and accessibility.
- iii) To ensure safeguarding policies and procedures are robust.

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iv) Ensure data security and organise protection, retention, transfer, retrieval and removal of records for the organisation.

vi) To standardise administrative files (including contracts and job descriptions) and templates and develop new recording systems for monitoring and evaluating / reporting to trustees.

9th April 2025.