



OUSE & ADUR RIVERS TRUST

Inspiring And Leading Action for Healthy Rivers

ADMINISTRATION & COMMUNICATIONS OFFICER

Job Description & Person Specification

Job Title	Administration & Communications Officer
Organisation	Ouse & Adur Rivers Trust
Responsible To	Trust Director
Contract Type	Permanent Part-time
Hours:	0.4- 0.6 FTE (15–22.5 hours per week, to be agreed)
Location:	Hybrid — home working with events and meetings across the catchment. Requirement to attend office in Albourne BN6 9JH once a week
Salary	£12,000 - £18,000 per annum (pro rata from £30,000 FTE)
Closing Date	12 th June 2026

About Ouse and Adur Rivers Trust

The Ouse & Adur Rivers Trust (OART) is a registered charity dedicated to protecting, restoring, and enhancing the rivers, streams, and wetlands of the Ouse and Adur catchments in Sussex. We work in partnership with landowners, local authorities, government agencies, and communities to improve water quality, restore natural river processes, and connect people with their local waterways.

Role Purpose

As a growing organisation, our ability to engage our members, communicate our conservation work, and inspire the wider public is central to achieving lasting change for our rivers.

We are seeking a positive, highly organised, and self-motivated person for this varied and rewarding part-time role that sits at the heart of OART's day-to-day operations. The postholder will manage our membership, promote the charity's work through digital and social media channels, help organise corporate, community and fundraising events, and provide support to our finance and office functions.

The role will suit someone who is highly organised, enthusiastic about the natural environment, and confident communicating with a range of audiences - from our members and volunteers to corporate partners and the public.

Key Duties and Responsibilities

1. Membership Administration

- Manage OART's membership database, ensuring records are accurate, up to date, and GDPR-compliant.
- Process new membership applications, renewals, and subscription payments promptly and professionally.
- Respond to membership enquiries in a timely and friendly manner.
- Produce regular electronic membership newsletters.
- Identify and implement marketing strategies to improve membership retention and recruitment.

2. Organisational Growth and Promotion

- Develop and deliver initiatives to grow OART's membership base, including targeted outreach campaigns.
- Promote membership benefits through digital channels, local press, and at events.
- Assist in planning and running membership recruitment activities at public events.
- Build relationships with local businesses and community groups to explore corporate membership or partnership opportunities.

3. Events Coordination

- Support the planning and delivery of OART's volunteering and public events programme,
- Manage event logistics including venue liaison, volunteer coordination, equipment, refreshments, and risk assessments.
- Promote events through social media, email newsletters, and local networks to maximise attendance and engagement.
- Attend events as required, including occasional weekend commitments, and act as a welcoming point of contact for participants.
- Collect and collate post-event feedback to inform future planning.

4. Social Media and Digital Communications

- Manage and grow OART's presence across social media platforms (including Facebook, Instagram and LinkedIn).
- Create engaging, high-quality content — including photographs, short videos, graphics, and written posts — to communicate our river conservation work to a broad audience.
- Develop and maintain OART's 'Publicity Calendar' aligned with national conservation, events, and fundraising campaigns.
- Grow follower numbers and online engagement through proactive community management and timely responses to comments and messages.
- Draft and distribute a regular e-newsletter to members and supporters.
- Monitor social media analytics to assess engagement and adapt content accordingly.
- Liaise with OART staff to gather stories, images, and updates from work for use in communications.
- Support the development and maintenance of OART's website content where required.
- Develop a photo library.

5. Finance and Administration Support

- Assist with routine financial administration including processing invoices and basic book-keeping support (using QuickBooks / Xero)
- Help with the organisation of meetings and conferences.
- Assist with the preparation of Trustee meeting papers and minute-taking as needed.
- Maintain an overview of the Trust's policies and procedures,
- Maintain electronic filing systems and ensure documents are stored securely and accessibly.
- Maintain an organised office environment
- Order and manage office supplies and equipment as required.
- Support preparation of Gift Aid claims for eligible membership donations.
- Undertake any other administrative tasks commensurate with the role as required by the Director

Person Specification

The following criteria will be used to assess candidates at application and interview stages.

Qualifications and Education

Criterion	Essential	Desirable
5 GCSE's including English and Maths (Grade 4 or above) or equivalent.	✓	
Relevant A-level, vocational qualification, or higher education in communications, environmental science, business administration, or 2-years experience in a related field.		✓

Knowledge and Experience

Criterion	Essential	Desirable
Experience in an administrative or communications role.	✓	
Experience managing social media accounts for an organisation, charity, or community group.	✓	
Experience creating digital content (text, images, short video) for public audiences.	✓	
Experience with membership or database management		✓
Experience planning or coordinating events, including public or community events.		✓
Experience with basic financial administration (invoices, expense recording, Gift Aid)		✓
Knowledge of UK freshwater and conservation issues particularly rivers in the Southeast.		✓

Skills and Abilities

Criterion	Essential	Desirable
Excellent written communication skills, able to adapt tone and style for different audiences.	✓	
Confident and professional oral communication skills.	✓	
High level of IT literacy, including MS Word and Excel .	✓	
Ability to manage a varied workload, prioritise effectively, and work to deadlines.	✓	
Meticulous attention to detail in record-keeping and data entry	✓	
Competent with social media platforms including scheduling and management tools .		✓
Ability to use basic graphic design tools (e.g. Canva, Adobe Express)		✓
Able to use or quickly learn a membership management system.		✓
Experience of working with accountancy software, preferably Xero		✓
An understanding of data protection regulations/laws.		✓
Basic photography or video skills for social media content.		✓
Ability to work independently and use own initiative.	✓	

Personal Attributes

Criterion	Essential	Desirable
Genuine commitment to environmental conservation and the mission of OART.	✓	
Friendly, approachable manner	✓	
A team player who is also able to work confidently without close supervision.	✓	
Willingness to attend weekend events (with time off in lieu as agreed).	✓	
Flexibility and adaptability in a small, dynamic charity environment.	✓	
Clean UK driving licence and access to own vehicle to travel across the catchment.	✓	
Suitable, safe home working environment.	✓	
Understand need for discretion and confidentiality with ability to listen well to others.	✓	

Terms and Conditions

Annual Leave	10 - 15 days per year (pro-rata from 25) + bank holidays.
Pension	Workplace pension scheme (5% employers' contribution)
Probationary Period	3 months
DBS Check	An enhanced DBS check may be required
Right to Work	Applicants must have the right to work in the UK

Additional Information

The Ouse & Adur Rivers Trust strives to provide a flexible working environment. This role requires attendance at our office each Monday for regular Team Days. Beyond this, additional working hours and patterns can be agreed with the successful candidate, allowing for arrangements such as multiple mornings across the week or a set number of full working days.

How to Apply

To apply, please send a CV and covering letter (no more than two pages) outlining how you meet the person specification and why you are interested in joining OART to: peter.king@oart.org.uk

Shortlisted candidates will be invited to interview during w/c 22nd June. OART is an equal opportunities employer and welcomes applications from all backgrounds.