

Kindling Farm



Administration Assistant

Job Description

Hours:	Part time: 18.75 hours (2.5 days) per a week. May involve the occasional weekend or evening meeting
Length of Contract:	12 months - with possible extension
Salary:	£24,570 pro rata per annum (for a 37.5 hour working week) plus a 5% employer pension contribution (actual salary for 18.75 hours a week: £12,225 per annum). Salary based on Real Living Wage 2025/26
Probationary Period:	2 months
Location:	Kindling Farm, Tarbock Green & some remote working
Application deadline:	Thursday 16th January 2025 at 5pm
Interview dates:	Monday 27th & Tuesday 28th January 2025
Preferred Start Date:	Monday 3rd March 2025 (or sooner if possible)

Responsible to:	The Kindling Farm Directors
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Role: A crucial administration and systems role, helping us get off to the best possible start as a community-owned farm, adopting best practice in decision making, member involvement and maximising our environmental and social impact through efficient and effective systems.

Background:

Kindling works to create a fairer, more sustainable society, starting with the food system. Over the last 15 years, Kindling has established and run a series of practical projects to engage people in sustainable food and farming.

Having purchased a 78 acre farm in Knowsley 18 months ago, we are now at the exciting stage of preparing for our first growing season, starting to develop our buildings and increasing our community engagement. We are therefore looking for someone with the experience, skills and energy to help us get organised to grow into a flagship farm.

We're looking for someone who is efficient and organised; has experience of and is good with spreadsheets and ideally google suite; who is a good written and oral communicator; and who also enjoys the challenge of a farm growing food, educating the public about good food and owned by its Members (and all the range of systems that comes with all that!).

Find out more about us at: [kindling.org.uk](https://www.facebook.com/KindlingFarm) or our Facebook page: <https://www.facebook.com/KindlingFarm>

Main Duties include:

The role will involve a number of regular ongoing tasks, including:

- Responding to emails, phone calls, Facebook messages etc. and answering enquiries for both Kindling Trust and Kindling Farm.
- Updating, maintaining and overseeing the Kindling's database of Volunteers, Supporters, Adopters, Members and Potential Members.
- Working to keep volunteer's Next of Kin details & safeguarding information up to date and accessible.
- Helping to collate and label photos to make them easily accessible by the Communications Worker and others.
- Helping the team carry out timely and regular surveys of our stakeholders, including an annual Members survey.
- With the team, update and administer our remote volunteer task list.
- With the team, help record and report on our Social Impacts (including funder's outputs and outcomes).
- Helping the Directors to complete an annual report for the Members.
- Take Working Groups meeting minutes & distribution.
- Take responsibility for the ordering of equipment and consumables with our Bookkeeper.
- Working with our Bookkeeper respond to information requests from Directors and Working Groups.
- Assist with the timely upkeep of records and other administrative tasks including; general office duties, filing, handling mail, etc.
- Understand the importance of data protection and maintain standards of best practice.
- Provide regular reports on our database, make recommendations for improving the collection of relevant data and help us use this data to improve our communications.

Other general responsibilities of this post include:

- Maintaining and updating and reporting on your job action plan.
- Reporting progress to the Kindling Farm Directors.
- Reflecting the Group's vision and principles, strategy and policies at all times.
- Be aware of and complying with all relevant policies and procedures.
- Fulfilling such other duties and assignments as may be required from time to time.

Please submit your CV and a covering letter to farm@kindling.org.uk by Thursday 16th January 2025 at 5pm.