



## Operations Administrator - Job Description

<b>Job Title:</b>	Operations Administrator
<b>Location:</b>	Hybrid – ideally commutable to a Nattergal site
<b>Employer:</b>	Nattergal Limited
<b>Reporting to:</b>	Head of Operations
<b>Number of Positions:</b>	1
<b>Salary (per annum pro rata):</b>	Negotiable, dependent on experience
<b>Start Date:</b>	ASAP
<b>Contract:</b>	Permanent

### *Job Snapshot*

Nattergal is a dynamic new nature restoration company with a mission to deliver “nature recovery at scale to provide vital benefits for society and sustainable financial returns.” With three nature restoration sites currently under management, and more in the pipeline, this is an exciting opportunity for a highly motivated and resourceful person to join an organisation at the cutting edge of nature recovery at an exciting time in its journey.

### **The Opportunity:**

We are looking to recruit a dynamic Operations Administer to join our fast, paced nature recovery start up. This position will report to the Head of Operations and be responsible for a wide range of administrative and support tasks to ensure our site level operations are carried out in an effective, efficient and safe manner.

In addition to the role and it’s benefits you will be enrolled on to the Change Agents UK Sustainability Leadership Skills programme. You can benefit from networking with peers, 1:1 coaching to focus on your professional development and a series of workshops covering our three key areas of study; personal effectiveness and work skills, concepts and theories and engagement, influence and impact.

### **About the Role:**

The successful candidate will:

- Provide administrative support for the Operations team, which includes on-site teams at Nattergal’s three current sites: Boothby Wildland in Lincolnshire, High Fen Wildland in Norfolk and Harold’s Park Wildland in Essex.
- Assist in the research, organisation and paperwork required for due diligence and on boarding of new sites, be they acquisitions or managed services.
- Support the setup of new sites across operational and community activities, including working with our Business Administrator to set up utilities' accounts, for example, or with the Rewilding Landscapes Manager to map local stakeholders.

Also, you will provide ongoing support to Site Managers for matters such as:

- Procurement support, ensuring supplier due diligence is undertaken, and appropriate contracts are drawn up aligned with Nattergal policies.
- Ordering materials and supplies and maintain inventory.
- Assisting in budget preparation and expense management activities.
- Lead on the organisation of community meetings, workshops, training etc, including booking external facilities, travel and catering.
- Supporting best-practice health and safety systems across our sites.
- Support the continuing important of company-wide systems and processes.

## Person Specification

### Essential:

- Relevant qualification(s) and/or equivalent experience with operations/administration, preferably in a land management related organisation (e.g. conservation, forestry, farming), or a similar role.
- Knowledge of business operations and procedures – including procurement and supplier management.
- Proven ability to work in a fast-paced environment, managing multiple tasks and prioritising effectively.
- Demonstrate a passion for nature, heritage and the outdoors.
- Strong numeracy and literacy skills, with the ability to understand and manage financial information.
- Excellent proficiency using Microsoft suite of programmes such as Word, Outlook, and Excel.
- Excellent written and verbal communication skills
- Good problem-solving skills.
- A systematic and thorough person: an excellent organiser with high attention to detail.

### Desirable:

- Has an interest in nature recovery and rewilding.
- Commutable distance to a Nattergal site – as we are keen to employ locally
- A reliable, dependable and diligent person with a positive 'can do' attitude. Self- motivation to drive work forward without supervision.
- Willingness to take on new and varied tasks and continuously learn in a dynamic environment.

## How to apply

If you wish to apply for this role, please submit a **CV and short Covering Letter** explaining your motivation for applying and briefly addressing the essential criteria for the role (up to 500 words) via the Change Agents UK [Careers Page](#).

We also ask you to complete an optional [Equality, Diversity & Inclusion Monitoring form](#); this does not form any part of the selection process but is used to help us monitor the effectiveness of our policy.

**Application Deadline: 10am Wednesday 11<sup>th</sup> December 2024.**

**Early applications are advised. We reserve the right to close this vacancy if a suitable candidate is identified.**

**Telephone Interview: Ongoing**

**Interview Date: Ongoing**

**Anticipated Start Date: ASAP**

You are welcome to get in touch with us with any questions before applying – please email us at [applications@changeagents.org.uk](mailto:applications@changeagents.org.uk) or call us on 01572 723419.

Job offers will be subject to suitable right-to-work and reference checks and the successful applicant may be required to undergo a DBS check.

Change Agents UK is committed to reducing inequality, valuing diversity and enabling inclusion. We welcome applications from people from all parts of the community, particularly where there is under-representation. If you need additional support to enable you to complete the application process, please contact us.

Information on placement terms can be found at [www.changeagents.org.uk/information-employment-terms](http://www.changeagents.org.uk/information-employment-terms)

### **About the Company:**

#### **Nattergal Limited**

Nattergal is a nature restoration company with a mission to “deliver nature recovery at scale to provide vital benefits for society and sustainable financial returns”. Nattergal aims to restore degraded ecosystems at scale, initially through the purchase of ecologically degraded and lower productive land with limited employment.

The company aims to return ecosystems to nature in perpetuity, thereby increasing biodiversity, sequestering carbon, and providing a local nature-based economy. The initial focus is on lowland reversion projects in England, replicating the successes delivered at our partner organisation [Knepp](https://www.knepp.co.uk/), now one of the most important biodiversity hotspots in the UK. For more info please see:

<https://www.nattergal.co.uk/>

#### **Change Agents UK:**

Change Agents UK Trading Ltd works as a non-profit sustainability employment business and agency and is wholly owned by Change Agents UK Charity. Change Agents UK have worked in Sustainability education and employment for 25 years, supporting our partners to create superb opportunities in sustainability, delivering real impact and change and providing training and skills support for our Change Agents on placement.

#### **Benefits:**

**Annual Leave: 25 Days + 8 Bank Holidays**

**Pension Information: Pension Scheme**

In addition to the role and its benefits you will be enrolled on to the Change Agents UK Sustainability Leadership Skills Programme. You can benefit from networking with peers, a series of workshops, 1:1 coaching to focus on your professional development.

### Appendix 1: Change Agents UK Trading Ltd Opportunity Details

Change Agents UK Trading Ltd is acting as an employment agency as defined under the Employment Agencies Act 1973. Should you have any queries or require any further information on this role or the services we provide please contact [applications@changeagents.org.uk](mailto:applications@changeagents.org.uk) or call 01572 723419.

Placement Details	
CAUK Reference Number	<b>2503</b>
Placement job title:	Operations Administrator
Start date of the placement:	ASAP
End date of the placement:	Permanent
Actual hours of work per week: 'Full time equivalent' hours per week:	37.5 hours per week FTE 37.5 hours
Days and hours of work: Please detail normal hours and any variables or expected rotas / shift patterns.	Monday – Friday. 9am-5pm N/A
Where applicable please provide details of any terms and conditions which would apply to the agency worker in relation to night work:	NA
Probation period including any conditions:	3 months
Notice period:	1 month
Type of work:	Operational administration
Location of work if different to Client's address:	Hybrid, including regular visits to: Nattergal sites and travel for company meetings.  Preference will be given to applicants within driving distance to Nattergal sites as we are keen to employ locally.
Rest breaks and rest periods given to employees:	1-hour unpaid lunch break taken at employee discretion

Client's collective facilities available to the employee: E.g. canteen, childcare facilities and transport services, toilets and shower facilities, prayer rooms	Toilets and kitchen facilities on all sites
Any known health and safety risks and the steps the client has taken to reduce the risks:	N/A
Any experience training, qualifications or authorisation necessary or required by law or a professional body to do the role (if none, please state so):	N/A
Does the position involve working with vulnerable people*:	No
<b>Pay and Benefits</b>	
Salary (payable to a direct recruit or comparable employee): Please provide pay scales if available.	Negotiable, dependent on experience
Sick leave and pay:	Statutory Sick Pay Scheme
Mileage rate:	45p / mile
Any other expenses payable:	All reasonable expenses – travel, etc (on production or receipts.)
Bonuses or commission payable (if applicable include any qualifying criteria):	N/A
Overtime rates payable (if applicable include any qualifying criteria):	N/A
Any other remuneration:	N/A
Any other benefits:	Pension Scheme
<b>Annual Leave</b>	
Annual Leave entitlement and pay:	25 days (Full time) +8 Bank Holidays
Closure Days (if applicable, please specify dates):	N/A