



Job Title: Operations Coordinator/Administrator

Contract Type: Freelance, Part-Time (10 hours per week)

Location: Remote, working from your home.

Hourly Rate: £20 per hour

Closing Date: 22 May 2025

Area of Operation: Laughton Greenwood is located in Laughton, East Sussex. To do the work most effectively you would ideally be in reach of Laughton for occasional visits. The wood is easily reached from Lewes, Hailsham, Uckfield, Eastbourne, Brighton or nearby villages.

Background

Laughton Greenwood (LGW) is a 170-acre, community-managed woodland that hosts various environmental activities and projects. Among other projects LGW implements a 3-year £50,000 initiative running until May 2026, which focuses on community involvement and environmental activities. In addition to this project, we have ongoing administration tasks that need carrying out efficiently and quickly every month. We are looking for a **freelance Operations Coordinator/Administrator** who will manage the funded project and provide the administration for our woodland activities, community engagement, rentals and communications.

LGW is run by a voluntary Management Committee and most of our activities are run by volunteers or (very) part-time contractors.

Overall Objective

To ensure the successful delivery of the funded project, meeting all project milestones and objectives, while managing administrative tasks that support woodland activities and community engagement at Laughton Greenwood.

Key Responsibilities

1. Project Coordination for funded project

- **Track and Monitor Project Progress:** Ensure that the funded project is on track to meet its objectives, milestones, and timelines.
- **Coordinate Team Efforts:** Act as the central point of contact for the committee, contractors, volunteers, and other stakeholders. Ensure that all parties are working together effectively and communication flows smoothly.
- **Problem-Solving and Reporting:** Identify any challenges or delays, propose solutions, and implement corrective actions where needed. Provide regular progress reports to the committee, including financial updates.
- **Community Engagement:** Oversee community-related activities such as organising events including the Annual Tree Planting Day, talks, walks, outreach to schools and youth groups, and other local community initiatives.
- **Annual Reporting:** Work with the committee to prepare and submit an annual report to the funders.
- **Fundraising:** Work with the committee to secure ongoing funds, ideally a second three-year project period from the same funder, but also researching and applying for other grants.
- **Financial Monitoring:** Track project expenditure in collaboration with the Bookkeeper and Treasurer, ensuring that funds are used appropriately and within budget.

2. Administrator Responsibilities

- **Incoming Emails:** Act as the first point of contact for all enquiries, managing emails, and general communications for the woodland and related projects.
- **Communications & Marketing:** Manage mailing lists (GDPR-compliant), create and send a monthly newsletter using Mailchimp, update social media platforms (Instagram, Facebook) to promote woodland events and community engagement.
- **Event Management:** Promote events such as nature walks, conservation days, and arts sessions. Coordinate event bookings, track attendance, and manage attendee communications using tools such as Eventbrite and Ticketsource.
- **Website Maintenance:** Regularly update and maintain the LGW website (WordPress – Divi theme) with fresh content related to events, news, and woodland activities.
- **Woodland Booking & Invoicing:** Manage bookings for the woodland rental, update the calendar, and process invoicing via Xero. (Training can be given if necessary)
- **Governance & Record-Keeping:** Maintain governance documents and key project paperwork, including AGM minutes, policies, and Companies House filings. Track own hours, and activities for monthly reporting and invoice monthly.

Skills & Experience Required

- **Project Management:** Experience managing projects, including coordinating people where there is no management-authority, overseeing deliverables, and ensuring progress within timelines.
- **Administrative Skills:** Strong administrative skills with experience using email platforms (Mailchimp), updating website, event management tools (Eventbrite, Ticketsource), and social media. Ability to work quickly, efficiently, and with relatively little supervision, with your time spread throughout the week.
- **Financial Management:** Basic experience with invoicing and managing small budgets using tools such as Xero.
- **Communication Skills:** Excellent written and verbal communication skills, with the ability to engage with a variety of stakeholders and create content for newsletters, websites, and social media.
- **Reporting:** Work with the committee to produce an End-of-Project report that will also act as part of our efforts to secure continued funding.
- **Self-Motivated:** Ability to work independently, manage your workload, and set your own hours.
- **Interest in Environmental Work:** A passion for woodland conservation, environmental sustainability, and community engagement.

Desirable Skills

- Experience with Canva or other design tools for creating marketing materials.
- Familiarity with WordPress and Divi theme.
- Understanding of GDPR and data management best practices.
- Basic event organisation experience.
- Car owner and driver (unfortunately the wood is not served by public transport. To come to the wood it is much easier with your own transport).

To Apply

Please send your **CV and a brief cover letter** to info@laughtongreenwood.co.uk explaining why you are suitable for this role, referring to the responsibilities, skills and experience needed as outlined above. This is a freelance position, you will take care of your own tax and NI responsibilities.

Cover letter & CV must each be maximum of two pages. Send to info@laughtongreenwood.co.uk.

Subject Line of your email should be 'Application' + Your Name

Closing Date: 22 May 2025. However feel free to submit your application before then, this will assist our shortlisting process.