BRISTOL CLIMATE & NATURE PARTNERSHIP

Administrator
(part-time, fixed term)
Candidate information pack



Bristol Climate &
Nature Partnership

LET'S TRANSFORM THE REGION. FAST. FAIRLY. TOGETHER.

Thank you for your interest in the Administrator role at Bristol Climate & Nature Partnership (the Partnership).

The Partnership brings together its 1,300+ member organisations to take action towards a zero carbon, nature-rich and social just future for our city and region.



We connect policy makers, the public sector, local businesses, charities, communities and underrepresented groups.

Helping them design and implement their own responses to the climate and nature crises — in a fast, fair and interconnected way.

You will be joining a passionate, ambitious, creative and supportive team, that is committed to creating positive change.

Find out more about the work we do on our website and in our latest Annual Review.

VISION AND VALUES

Our vision is a zero carbon, socially just Bristol where all our communities and nature thrive.

Our values are:

- Impact: we are committed to making change happen
- Collaboration: we love working together
- Courage: we hold hope and discomfort
- Wellbeing: we work sustainably

View our Theory of Change.



ROLE OVERVIEW

- **Contract:** Fixed term – 4 months with potential to increase to 6 months

This is a temporary post to cover a range of administrative tasks, and we cannot provide any guarantee of an extension beyond this period. Any future opportunities will be dependent on the 2027/28 programme and longer-term resourcing needs of the organisation.

- **Role:** 0.5 Full Time Equivalent (FTE) — this is 17.5 hours per week

As this is a fixed-term and part-time role, we understand that the post-holder may need to balance this role with other commitments. We are open to flexible working requests, reduced hours (e.g. 0.4 FTE) and secondments.

- **Salary grade:** £26,520 per annum pro rata (Pay Grade 3). A 0.5FTE contract would be £13,260 per annum.

- **Interviews:** Monday 14 December 2026 in central Bristol. This will be an in-person interview with a short administrative task.

- **Deadline for applications:** 10am on Monday 7 December 2026.

- **Preferred start date:** Mid-January (ideally week commencing 11 January, but can be later in the month if required)

DIVERSITY AND INCLUSION

We value diversity and believe that a diverse mix of perspectives will help the Partnership achieve its best work. We are aiming for our organisation to better reflect the city and region we represent and encourage applications from those belonging to marginalised or underrepresented groups.

The Partnership is committed to making adjustments for people who face barriers.

If you would like to discuss this in relation to either your participation in the recruitment process or in the role, please contact us at recruitment@bristolclimatenature.org.



ABOUT THE ROLE

We're looking for an experienced Administrator to join the organisation in early 2027 to provide essential administrative and operational cover during a busy period of programme planning and strategic development.

This will be a varied role in a small and busy organisation. You'll support our membership network by responding to enquiries in an efficient and friendly way, processing and reporting on new membership sign-ups, maintaining accurate records on our database (HubSpot platform) and carrying out routine data housekeeping.

Alongside this, you'll provide a broad range of administrative support across the organisation. This is likely to include assisting with meetings, registering attendees and producing minutes, handling event and booking enquiries, supporting recruitment administration and scheduling meetings, maintaining office systems and inventories, supporting information management and data retention activities, and collating and analysing information collected in surveys.

The balance of these activities is likely to vary from week to week depending on organisational priorities and our programme of events and meetings. We're therefore looking for someone who is organised, comfortable with a varied workload, able to adapt quickly, and capable of maintaining a high standard of accuracy and attention to detail across a range of tasks.

As this is a fixed term post, this role will suit a capable administrator who enjoys working in a fast-moving environment, can quickly understand and follow established processes, communicates confidently with a wide range of people, and takes pride in delivering high-quality administrative support.



Paul Blakemore

MAIN RESPONSIBILITIES

Membership administration and support

- Day to day administration and maintenance of our membership database through a Customer Relationship Management platform (HubSpot), which includes:
  - Processing new membership sign-ups
  - Keeping member records organised and up to date, ensuring contact details are accurate and stored in line with our data protection policies
  - Data housekeeping — checking records, updating where required and removing duplication or out of date contact details
- Acting as the first point of contact for member and external enquiries via e-mail or phone, providing excellent customer service, responding to enquiries and escalating as needed.

Operational support

- Supporting the housekeeping of organisational IT systems, including SharePoint and Microsoft 365, by assisting with file audits, identifying duplicate or outdated records, and supporting the archiving or deletion of information in line with data retention requirements.

- Producing accurate and accessible minutes and a record of actions at meetings (online and in person), including at board meetings and membership forums (for example, the Bristol Advisory Committee on Climate Change).
- Booking meeting rooms or event spaces, liaising with colleagues to collate guestlists, sending invites using a mail merge, and tracking responses.
- Maintaining an inventory of office equipment.
- Collating and analysing data from surveys and organisational datasets, including staff surveys and equality and diversity monitoring forms, using Excel to produce summaries, statistics and charts.
- Provide administrative support to the HR function of the organisation, including supporting recruitment processes to ensure efficiency, accuracy and confidentiality, drafting letters, consolidating and anonymising job applications, handling recruitment enquiries, listing job posts on job sites, scheduling interview dates with candidates and panellists and booking rooms.
- Any other tasks as may reasonably be asked.



WHO WE ARE LOOKING FOR

Person specification

- At least two years' experience in an administrative, office support, membership or similar role.
- Experience of maintaining digital records and information systems.
- Good understanding of data protection principles and experience of applying them.
- Strong IT skills and experience of using Microsoft 365, including using Word to produce documents in a range of formats.
- Able to use Excel to collate, analyse and present data.
- Good interpersonal and communication skills, both verbal and written.
- Strong organisational skills and ability to multitask across a range of activities to meet deadlines.
- Able to use initiative and solve problems creatively, escalating when needed.

- Able to work collaboratively as part of a team.
- Adaptable and able to learn new systems and processes.

Desirable

- Experience of taking minutes at meetings.
- Experience of using a Customer Relationship Management system (HubSpot or alternative).



BENEFITS

Our organisation aims to create an inclusive working environment where all employees have the space to learn, share, and grow.



Benefits include:

- Company Healthcare Cash Plan and Employee Assistance Programme
- Two team wellbeing half days each year
- Cycle to Work scheme
- Climate Perks scheme, offering paid ‘journey days’ to staff who travel on holiday by train, coach or boat instead of flying
- Training and development opportunities and collaborative working groups

Employees benefit from a flexible approach to working and there is scope to work remotely by agreement. However, some office-based working in our central Bristol office will be important (particularly on Wednesdays), and the post holder may need to attend in-person events and meetings.

HOW TO APPLY

To apply for the role please:

Download and complete the application form, then return to us by email to recruitment@bristolclimatenature.org or;

Print and complete the application form, then return to the following address by post or drop it off at the Spear House reception. Bristol Climate & Nature Partnership, Spear House, 51 Victoria St, Redcliffe, Bristol, BS1 6AD.

If returning the form by email, please attach it as a word document i.e. a '.docx file' rather than a PDF. This helps us when anonymising the applications ahead of shortlisting, to minimise unconscious bias affecting the process.

If this method of applying for the role isn't accessible to you, please contact us to discuss alternative options on recruitment@bristolclimatenature.org or 07957 628223. The deadline to apply is Monday 7 December at 10am. Applications sent after this deadline will not be shortlisted.

We are unable to offer sponsorship for work permits or visa applications. Only applicants with the right to work in the UK will be considered.

If you have any questions or would like an informal discussion about the role, please email recruitment@bristolclimatenature.org with your phone number. We will aim to get back to you within 3 working days.

CATALYSING COLLECTIVE ACTION TOWARDS A ZERO-CARBON, SOCIALLY JUST, AND NATURE-RICH BRISTOL AND REGION

Bristol Climate & Nature Partnership

bristolclimatenature.org