Peat Programme Administrator
Job Description

ywt.org.uk

About us

Yorkshire Wildlife Trust is one of the region's largest environmental charities; our mission is to **drive nature's recovery in Yorkshire** across our land and at sea.

We are one of 46 regional Wildlife Trusts working for nature and collectively forming the Wildlife Trusts, one of the largest collective national movements for wildlife in Europe.

Our vision is for **wildlife and people thrive together across Yorkshire's communities, land, rivers and sea.** We work holistically in nature, thinking globally, planning at regional and landscape scale, while delivering our work in partnership with local communities, caring for local wildlife together. Our dedicated team of staff (c.190) and volunteers (c.1000) work together, on behalf of all our members (c.41,000), in every corner of Yorkshire to make this vision a reality.

Since forming in 1946 with our first reserve at Askham Bog, we now steward 115 nature reserves, which cover more than 3000 hectares of land and include some of our most precious wildlife. We also work extensively with other land managers, communities and businesses, to inspire, advise and deliver restoration work, supporting others too play their part in nature's recovery.

We are passionate advocates for Yorkshire's incredible wildlife and wild places. Join us and help create a diverse and inclusive team, committed to driving change for Yorkshire's wildlife, communities and a positive future.

Programme Administrator

Job Description

Responsible To: Programme Manager

Responsible For: N/A

Location/based at: Skipton with hybrid working

Date last updated: 24 December 2025

Main Purpose of the Role

To provide administrative, financial and business support to the Programme Manager and management team to ensure timely and efficient implementation of the Trust's Peat Programme.

Tasks and responsibilities

- Provide secretarial support to the Yorkshire Peat Partnership (YPP) Governance Group including organising dates, coordinating agendas and recording minutes.

- Working with project managers and the Finance team to collate evidence and submit quarterly claims for large, complex, multi-partner grant funded projects and be the point of contact for funders.

- Provide administrative support for YPP as part of the reporting and monitoring of the Partnership's work and compile reports for funders.

- Work with the Trust's Finance team and the Peat Programme Manager, to monitor expenditure against projects, organise monthly budget meetings and ensure their smooth running.

- Providing administrative support for YPP's LANTRA approved Peatland Practitioners Course

- Assisting with planning and logistics for events, meetings, workshops and other activities, booking of training, accommodation and travel requirements as necessary.

- Maintain a database of contacts through Outlook and a customer relationship management (CRM) system where appropriate.

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- Site Liaison Officer role: managing and ordering office supplies, liaising with cleaning service, liaising with landlord's representative on day-to-day matters and maintenance works as required, liaise with alarm service company, and act as site contact with Central Services and the Trust's Health and Safety Manager.

Other

- Promote the Trust and partner organisations whenever possible.

- Demonstrate our Trust values every day behaving with courage, respect, and integrity whilst trusting others and taking responsibility for your actions at all times.

- Support and promote the Trust's commitment to equality, diversity and inclusion.

- The Trust is committed to safeguarding and promoting the welfare of children, young people, and adults at risk and expects all staff and volunteers to share this commitment.

- Abide by all Trust policies.

- Undertake any other duties as requested by your line manager and in line with the post.

Person Specification – Peat Programme Administrator

Experience	Essential/Desirable
Working in an office environment	Essential
Business support administration of projects or programmes of work	Essential
Working with budgets/financial data	Essential
Providing secretarial support for a committee or programme steering group e.g. meeting administration, taking minutes, circulation of papers etc.	Desirable
Coordination and collation of evidence for large complex projects or workstreams	Desirable
Experience of facilities and/or office management	Desirable
Knowledge and Skills	**Essential/Desirable**
Attention to detail, able to follow processes and ensure high quality of data management and record keeping	Essential
Strong organisational and time management skills, with the ability to manage a busy workload, multiple workstreams and prioritise effectively under pressure	Essential
Strong IT skills and experience using databases and Microsoft Office	Essential
Excellent written and verbal communication skills	Essential
Good typing skills	Essential
Understanding of data protection	Desirable
Strong numeracy skills	Essential
Personal Qualities	**Essential/Desirable**
Able to be flexible and respond to changing situations	Essential
Able to work well on own initiative and co-operatively as part of a team	Essential
Proactive and able to identify ways to improve systems and processes	Essential

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Able to identify problems quickly and always seeks solutions.	Essential
Friendly, approachable and non-judgemental	Essential
Essential Qualifications/Requirements	**Essential/Desirable**
GCSE Level English and Maths	Essential
NVQ Level 3 in Business Administration or an equivalent relevant qualification	Desirable

Terms and Conditions

Salary:	£25,624 per annum (pro rata if part-time).
Hours:	35 hours per week, Monday to Friday. The nature of the post's duties may occasionally require evening and/or weekend work. Paid overtime is not available, but time off in lieu will be given for essential additional hours worked.
Contract:	Fixed term initially to end of June 2026, with the potential for temp to perm. A probationary period of 6 months applies to new staff, during which you must complete all essential, mandatory training.
Flexibility:	Whilst ensuring the needs of the business and the role are met, the Trust endeavours to meet the flexible working needs of its employees. Depending on the nature of the role, the Trust offers hybrid working (a mix of office and at home).
Holidays:	30 days per annum inclusive of 3 office/site closure days over the Christmas period, in addition to national public holidays, rising to 33 days after 5 years' service. All leave is pro rata for part time and fixed term employees.
Pensions:	You may be eligible to be auto enrolled into the Trust's Pension Scheme. Terms of the scheme are available on request from Finance.
Employee Assistance Programme:	The Trust provides an Employee Assistance Programme. This is a confidential service which aims to provide staff with support for a range of issues.
Health Questionnaire:	You will be asked to complete a health questionnaire in order to identify and support or adjustments you may require.

Equal Opportunities:	Yorkshire Wildlife Trust is committed to equal opportunities and appoints on merit. We welcome applicants from all sections of society regardless of gender, sexual orientation, race, disability, marital status, age and religion, perceived community background or political beliefs.
Place of Work:	The post will be based at Skipton.
Travel:	Public transport is encouraged although pool vehicles are available. In exceptional circumstances the use of the employee's own vehicle may be necessary for business use, at a mileage rate of 45p per mile.
Training & Professional Memberships:	The Trust is fully committed to personal development and training and supports achieving and maintaining professional memberships and accreditations, with any essential-to-role professional memberships paid for by the Trust.