

## Networks for Nature Project Administrator

35 hours per week, temporary contract until December 2028

### We are Chester Zoo

We're not *just* an amazing, award-winning visitor attraction that's home to over 37,000 incredible animals inside 128 acres of stunning gardens. We're not *just* the UK's most popular zoo. We're a major wildlife charity that's committed to the recovery of endangered species, globally. And, as the world faces an extinction crisis, we're making a hugely significant contribution to conservation at a time when it's needed most. We are Chester Zoo and we prevent extinction.

### The Role

We now have an exciting new role for a Networks for Nature Project Administrator. This role is part of the *Networks for Nature* project team.

*Networks for Nature* spans c60 square miles from the River Dee to the River Mersey, including Chester and Ellesmere Port. This is a collaborative partnership project working with Cheshire West and Chester Council, The Land Trust, Cheshire Wildlife Trust, Canal and River Trust, and Sustrans with the aim to drive nature recovery in a mixed-use landscape, creating diverse habitats for species to thrive now and for years to come. We will empower communities to have an active role in conservation action and stewardship and will focus on making nature more accessible to and inclusive for everyone to enable connection and improve wellbeing. To find out more about Networks for Nature visit [Networks For Nature | Conservation at Chester Zoo](#).

As the Project Administrator you will provide administrative and accounting support across the Networks for Nature project.

We're looking for someone who can:

- Provide full **administrative support** at all levels of project governance including project delivery team, Project Board and Steering Group, booking rooms, inviting staff, partners and other stakeholders and the taking of confidential minutes.
- Manage the associated project email account and phone communication, **answering queries** about project events and activities and directing to the relevant team members for action.
- Support the project team with **logistics** including venue bookings, catering and liaising with participants.
- **Support** members of the project team with raising POs, invoicing, and financial reporting, ensuring the budget is effectively monitored and that reports are available to project governance and funders as required.
- Collate project information for timely and accurate **reporting** to Project Board, Steering Group and project funders.

### What makes Chester Zoo a great place to work?

Well, where do we start? Here goes...

We're a huge team of conservationists, scientists, educators, animal welfare experts, marketers, visitor experience professionals, environmental policy influencers; the list goes on. Each and every one of us is on a mission to make Chester Zoo the best in the world, and our planet a better place.

As the UK's biggest and best zoo, we have ambitious goals, exciting plans, and there's always lots going on here. We're an inclusive and diverse organisation, made up of over 600 permanent and 500 temporary team members, and we know how important it is to invest in our colleagues to help boost their career development. We have ambitious goals, and we want you to be with us for the long term on our exciting journey.

Our working environment could not be more different from a typical office – where else can you see critically endangered orangutans from your office window, or stroll among rare giraffes and tigers on your lunch break?

### The Package

- Fixed term contract until December 2028
- 35 hours per week, Monday-Friday
- Salary £22,629.62
- 33 days annual leave plus the option to buy or sell up to 5 days (pro rota)
- Staff pass so you can visit the zoo during your time off, plus multiple complimentary tickets for your friends and family
- Cycle to work scheme
- Healthcare plan and employee assistance programme
- Discounted gym membership
- Discounts on cinema tickets, restaurants, high street shops and more via Perks
- Pension scheme with generous employer contributions

### Our Requirements

- An understanding & affinity to the organisation's mission, vision & values, with an interest in the conservation of UK nature.
- **Qualifications:** Relevant administrative qualification at NVQ level 2 or equivalent qualifications or experience of working in an administrative role.
- **Experience:** Excellent administrative experience in a busy customer facing environment is essential, ideally with experience in a visitor attraction, conservation NGO or similar organisation. Experience of minute taking and planning and organising meetings and events.
- **Communication Skills:** Excellent verbal and written communication skills, in particular ability to respond to enquiries tactfully and professionally. Ability to compile short reports.
- **Budget keeping skills:** Experience working with budgets and compiling financial information.
- **Customer service:** Customer focused approach and experience in a customer facing environment.
- **IT skills:** Highly skilled in the use of all key Microsoft packages with substantial experience using email, electronic calendars, booking systems and data bases.
- **Organisational skills:** Highly organised, with the ability to prioritise workload and the ability to meet deadlines. Able to work well under pressure in a busy environment.
- **Interpersonal skills:** Excellent diplomacy and interpersonal skills, demonstrated by an ability to liaise confidently and effectively with senior managers.
- Numeracy and data analysis skills.
- Attention to detail and accuracy are essential.

The closing date for applications is **midnight 1<sup>st</sup> June 2025**

**Shortlisting of applications and interviews for the role will take place while the advert is live; the advert will close once the successful candidate is found and it is possible this will be prior to the advertised end date. Candidates are therefore encouraged to submit applications as soon as possible.**

**Networks for Nature is made possible with The National Lottery Heritage Fund, thanks to National Lottery players.**