



## Job Description

**Position:** Dragon Finder Project Administrator

**Reporting to:** Dragon Finder Habitat Officer

**Duration:** 37 months

**Salary:** £20,000 per annum pro rata, 21 hours per week (excluding lunch break) – work pattern to be negotiated but can be worked flexibly (i.e. from 3 full days a week to spread across 4 or 5 shorter days)

Froglife is a national wildlife conservation organisation with a specific focus on the protection of amphibians and reptiles, and their habitats. Froglife has benefitted from a Heritage Lottery Fund grant to deliver a London-wide amphibian and reptile conservation project called Dragon Finder.

Dragon Finder is a 4.5 year project with 37 months left to operate. It works across all London boroughs, with diverse communities to deliver a very busy programme of activities. The activities range from fun family sessions and volunteer training programmes to habitat creation and restoration.

The Dragon Finder Administrator will work on a part-time basis, 21 hours per week for 37 months of the project, providing general administration support and assisting both the Dragon Finder Habitat Officer and the Dragon Finder Public Engagement Officer. The Administrator will also work closely with Froglife's Finance Manager. Flexible working will be considered in some circumstances.

### Principle duties and responsibilities:

- Provide general administration support: setting up contact and volunteer databases; events diary for website and other promotional materials; maintaining website; liaison with various venues and dealing with logistics for events; signing in participants to events; inputting evaluation data onto the system; dealing with general phone/email/website generated enquiries.

Froglife, 2A Flag Business Exchange, Vicarage Farm Road, Fengate, Peterborough PE1 5TX

Tel: 01733 558844 Email: [info@froglife.org](mailto:info@froglife.org)

[www.froglife.org](http://www.froglife.org)



- Provide support for activities and events: when necessary attend events to support the Project Manager / Public Engagement Officer; organise logistics for events, occasionally deliver smaller activities/events independently.
- In liaison with Habitat Officer drafting of contracts for contractors.
- Purchasing of equipment/materials: placing approved purchase orders with approved suppliers; ensuring purchases match orders; ensure purchase orders & invoices are submitted to the Finance Manager.
- Finance: liaison with the Finance Manager on the project finances ensuring that all financial transactions are reported to the Finance Manager in the approved manner.
- Addressing any other reasonable requests for assistance from the Dragon Finder project staff. (Fundraising applications, creating documents, etc.)

Froglife, 2A Flag Business Exchange, Vicarage Farm Road, Fengate, Peterborough, PE1 5TX  
Tel: 01733 558844 Email: [info@froglife.org](mailto:info@froglife.org)  
[www.froglife.org](http://www.froglife.org)

