



Together for Nature

Evenlode Catchment Partnership Administration Officer (Maternity Cover)

Job Description & Person Specification

Office base: Manor House, Little Wittenham, Abingdon, Oxfordshire, OX14 4RA

The post allows some flexibility for homeworking but generally you will be expected to work in the office, including Tuesdays. You will need to be able to travel to the office independently.

Work hours: 21 hours per week. There is flexibility to agree a suitable working pattern.

Duration: 1 year but may be extended (maternity cover)

Salary: £30,233 FTE

Benefits: Pension with 9% Employer's Contribution. 20 days leave plus the usual public holidays in England and Wales, as well as an additional three days between Christmas and New Year when the office is closed.

Salaries may be subject to an inflationary increase each year, subject to Wild Oxfordshire Trustees' approval.

Reporting to: ECP Programme Manager

Closing date: 14th December 2025, interviews to be held on 17th December 2025

Evenlode Catchment Partnership

Catchment partnerships were set up by the Environment Agency in 2014 to involve communities in trying to improve the health of our rivers. The country has been divided into catchment and sub-catchment areas. The Evenlode Catchment Partnership (ECP) is a sub-catchment, mainly within the West Oxfordshire District Council area. It is made up of about 20 partner organisations, from which a Steering Group is formed to discuss and plan projects. An extended ECP Friends group meets every 3 months to exchange experiences and project progress. To find out more about the ECP visit our website: [Home - Evenlode Catchment Partnership](#)

Water Restoration Fund Programme

The Evenlode Catchment Partnership has been fortunate in being awarded a substantial grant from the Water Restoration Fund to continue its programme over the next year. This funding supports the delivery of the Catchment Plan using a holistic approach to improve the environment. The plan covers four main themes: Water Quality and Advocacy; Biodiversity, Habitat and Landscape; Natural Flood Management; Education, Access and Recreation.

Wild Oxfordshire

We are a charity seeking to create a more natural, resilient, and biodiverse Oxfordshire for the benefit of all. We catalyse change by identifying needs, convening partnerships and unlocking opportunities for nature recovery action. Wild Oxfordshire is the host organisation for the ECP.

Camilla Burrow, Chief Executive
Ann Berkley, ECP Project Manager

Overall purpose of the job

We are looking for a highly motivated and enthusiastic person to join our friendly team at Wild Oxfordshire to help the ECP Programme Manager to implement all aspects of the ECP operations. This will include general and financial administrative tasks, project reporting, internal and external communications, support with fundraising, and any other tasks as requested by the Programme Manager.

The successful candidate will have experience of office administration and will be able to work independently. Excellent relationship management skills, face-to-face, on the phone and in writing will be essential.

Main responsibilities

1. Office and Team support
 - **Management of the ECP administration** such as information management, record keeping, ordering equipment.
 - **Assist the ECP Programme Manager with operational aspects of ECP**, such as progress reporting, scheduling partnership and team meetings, document creation, taking minutes, drafting agendas, organising online and in-person events.
2. Financial administration
 - **Financial administration** working with the Treasurer and Programme Manager, including checking budgets and accounts and keeping spreadsheets current.
 - **Assist the ECP Programme Manager with Water Restoration Fund administration** including preparation and submission of claims and reporting.
3. Communications
 - **Internal communications:** create and send regular emails within the ECP to ensure the partners are kept informed of progress and news. Maintain the ECP mailing list.
 - **External communications:** work independently and with the Wild Oxfordshire Comms Coordinator to write press releases, blogs, and case studies. Maintain the ECP website, create and post social media content.
4. Fundraising support
 - Work with the ECP Programme Manager; including managing the Big Give campaign, contributing to fundraising bids, identifying appropriate grants/funds, organising fundraising events, communications with donors and keeping relevant records up-to-date.

And any other tasks as commensurate with the post, as requested by the ECP Programme Manager.

A separate Person Specification sets out the experience, skills, knowledge, qualifications and attributes which will be needed to carry out the job.

Please email applications in the form of a CV and covering letter outlining how you meet the requirements of the role to ann@wildoxfordshire.org.uk by Sunday 14th December 2025. Interviews will be in Little Wittenham on Wednesday 17th December 2025 with a view to work commencing as soon as possible in the new year.

Camilla Burrow, Chief Executive
Ann Berkley, ECP Project Manager

Person Specification for ECP Administration Officer

Requirements	Essential or Desirable?	Assessed by:
Qualifications		
1. English Language and Mathematics GCSE Grade C or above, or equivalent, or comparable ability.	Essential	Application
Knowledge		
1. Understanding of charity accounting and reporting processes.	Essential	Application & interview
2. Knowledge of best practice for office management.	Desirable	Application & interview
Experience		
1. Office management.	Essential	Application & interview
2. Event organisation and management.	Essential	Application & interview
3. Work or volunteering in the charitable sector.	Desirable	Application & interview
4. Writing fundraising bids.	Desirable	Application & interview
Skills		
1. Advanced general IT skills, including regular use of Microsoft Office applications and the Internet, including Teams, Sharepoint, Word, Excel, Outlook, PowerPoint, Eventbrite, and Zoom.	Essential	Test
2. Ability to produce accurate summaries of meetings, events and conversations.	Essential	Test
3. Processing financial claims/transactions in an accurate and timely fashion.	Essential	Test
4. Ability to create engaging communications.	Desirable	Test
5. Experience in Xero and Donorfy ideal but not essential	Desirable	Interview
Attributes		
1. Meticulous attention to detail; conscientious, methodical and accurate. With both written and numerical content and data.	Essential	Test
2. Organised and adaptable and can demonstrate an ability to manage competing workloads independently and meet agreed deadlines. Able to follow procedures.	Essential	Test
3. Ability to work alone, as well as working co-operatively as a team member.	Essential	Application & Interview
4. Interest in Wildlife or Biodiversity.	Desirable	Interview
5. Looks for opportunities to: i) collaborate with the team and partners, sharing expertise and resources. ii) improve the customer experience and overall service performance.	Desirable	Interview

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Ann Berkley, ECP Project Manager