



RURAL
SERVICES
NETWORK

RURAL
PLANNING

RURAL
ECONOMIES

RURAL
TRANSPORT

Rural Services Network

RURAL
CONNECTIVITY

FAIR
FUNDING

RURAL
AFFORDABLE
HOUSING

RURAL
NET ZERO

RURAL
HEALTH &
CARE



Recruitment Pack

Administrative
Support Officer
September 2024



Introduction from Kerry Booth RSN Chief Executive



Thank you for your interest in the role of Administrative Support Officer for the Rural Services Network. We are delighted to provide you with more information about our organisation.

The Rural Services Network is the national champion for rural services, working to ensure that rural communities have a strong voice. We are a membership organisation, representing over 500 organisations across the public, private and voluntary sectors including leading national bodies, local authorities, utility companies, health trusts, housing associations, grass root community organisations and more.

We are looking for an organised, self-motivated individual to help support the work of our organisation. You will be involved in supporting the delivery of our services to our membership including arranging online meetings and events and maintaining key records and information about our membership.

We have no office, we all work from home, but you will be fully supported by our small, dynamic team.

Kerry



We are the national champion for rural services

- Representing over 500 public, private and third sector organisations
- Secretariat for All Party Parliamentary Group on Rural Services
- Scrutinise Government Policy from a rural perspective and respond to Government consultations
- Trusted source for Parliamentarians, researchers and the media
- Special Interest Group of the Local Government Association
- Member of the Rural Coalition

Overview of the role

Administrative Support Officer

Support the delivery of our services to our growing membership.

This includes arranging online meetings and events and maintaining key records and information about our membership



Hours:

22.5 hours a week

Salary:

£25,329 (FTE) this will be pro-rata to £15,195

Location:

Work from Home

Interview Date: 27 September 2024

Holiday:

The role attracts a generous holiday allowance of 28 days per year pro rata, plus statutory bank holidays

Pension:

If eligible you will be entitled to join the Company's Workplace Pension scheme operated by NEST Pensions

Main Responsibilities of the Role

- General administration support to the organisation
- Support online hosting and management of range of online events on Zoom and Microsoft Teams, including using booking software (Eventbrite), delegate notifications and post event information. This will also include collating relevant paperwork for the events.
- Responsible for tracking engagement of member organisations with RSN services.
- Responsible for jointly managing the events inbox.
- Arrange diarised external meetings (including liaising with and booking venues, catering, inviting attendees etc).
- Liaising with customers who can range from Parish Councils, Local Authorities, Private Sector Partners, National Organisations and Parliamentarians.
- Supporting the production of professional, branded material for the RSN using Canva, Microsoft, Mailchimp, etc.
- Sourcing, organising and managing data accurately and efficiently using Excel, Survey Monkey and CRM based systems.
- Other key tasks as required which are commensurate to the role in the RSN to help drive the delivery of services to members, and the RSN campaigning role

The Administrative Support Officer will also work in accordance with the RSN Values and Behaviour Framework which is available [at this link](#).

Person Specification

QUALIFICATIONS	Essential	Desirable
• Good standard of general education	✓	
• GCSE Mathematics equivalent to Grade C	✓	
• GCSE English equivalent to Grade C	✓	
• European Computer Driving Licence (ECDL) or equivalent experience using Microsoft Office Packages	✓	
EXPERIENCE	Essential	Desirable
• Practical experience of working with others	✓	
• Experience of using own initiative	✓	
• Minimum 2 years' experience of working in a small but busy office environment	✓	
• Experience or understanding of issues affecting rural areas and the interactions between local authorities and government.		✓
SKILLS	Essential	Desirable
• Excellent communication skills (Written and Oral)	✓	
• IT skills including experience of using Microsoft Office, Zoom, Eventbrite, Canva, Mailchimp and CRM systems.	✓	
• Time Management and the ability to work to deadlines	✓	
• Problem solving skills	✓	
• Interpersonal skills	✓	
• Organised, efficient and able to produce work to a high level of accuracy	✓	
BEHAVIOURS	Essential	Desirable
• Planning and organising	✓	
• Performing under pressure	✓	
• Adaptability	✓	
• Team working	✓	
• Self-motivated	✓	
• Flexibility	✓	
• Confidentiality	✓	

How to apply for the role

Please send a covering letter and CV setting out how you meet the Person Specification to nadine.trout@sparse.gov.uk by **20th September 2024.**

If you'd like an informal chat about the role, please email nadine.trout@sparse.gov.uk to arrange a suitable time.