

Job description – Trust Administrator and Communications Advisor

Function	Trust Administrator
Financial	Operate day to day Xero data entry including: process supplier invoices, create online payments, process receipts, raise invoices, bank statement reconciliation, setting up new account codes, producing financial management reports.
	Adhere to Coastal Restoration Trust financial system procedures including: payment approvals, electronic filing, manual filing, Charities Commission requirements, accounting systems, reporting etc.
	Assist with the preparation of monthly financial reports for review and approval by the Treasurer before submission for Board approval where required.
	Collate information annually for the Statement of Service Performance for inclusion in the annual financial statements.
Board and Sub-committees/ steering Groups	Organise meetings and send reminders and requests for agenda items
	With the Chair and Treasurer, prepare and circulate agenda and documentation for meetings.
	Attend all Board and Management Committee meetings. This includes two in-person meetings per year (one during conference and a two-day meeting) and one online evening meeting every month.
	Prepare draft minutes, including action points, and email to meeting attendees for checking, make any necessary changes, then distribute to the full Board and store in Dropbox, or as agreed.
	Respond to requests for information from Board members.
	Coordinate and Board and sub-committee updates.
	Track progress on action points.
Administration	Usual first point of contact for Coastal Restoration Trust (via email/phone).
	Answer and forward emails to appropriate persons.
	Maintain contacts & membership database.
	Operate document management systems e.g. Dropbox, image library and manual files.
	Send monthly prompts to contractors on upcoming deadlines and submit project reports to funders.
Fundraising/ Projects	Email sponsors with updates on project activity, website updates etc.
	Maintain sponsor database.
	Assist with compiling funding applications and preparation of any returns requested by funders.
	Ensure contracts are signed by relevant parties. Send in reports to funders.
Communications	Ensure media enquiries go to correct people.
	Assist with maintaining social media presence.

Function	Trust Administrator
	Adapt images for online use and create documents suitable for website.
	Assist with updating website content, plan new content.
Reporting	File monthly work program and financial reports to Treasurer and Chair.
Events	Assist with organisation of conference and any other workshop/ events. For the conference this will including organising conference committee meetings, running the registration process, processing accounts, assisting with contacting sponsors, formatting conference documentation, reporting to Trustees and attending the conference in person to co-ordinate the registration desk and assist the local organising committee.
Any other duties	Perform other duties as agreed in advance with CRT Chair.

Function	Communications Advisor
Communications	Coordinate, edit, compile and distribute CRT e-newsletter x 4 annually.
	Additional communications, if needed to all or part of mailing list eg for special events.
	Co-ordinate responses to media enquiries and provide support to trustees/technical advisors to provide good quality responses, in line with CRT messaging.
	Carry out specific tasks specified in the Conference marketing plan and according to the schedule and any other communications work in relation to the conference as is agreed between the parties.
	Create and share social media posts regularly.
	Update website content, plan new content for main and conference websites. Work with website designer to update main website.
	Update volunteer groups information on CRT website by actively seeking information from coast care groups.
	Keep contact lists updated in Campaign Monitor.
	Assist CRT with implementing the communications strategy where possible including the video series promotion.
	Adapt images for on-line.
	Assist with upgrade of main website.
	Advertise CRT awards and scholarships and other CRT initiatives.
	Promote external initiatives inline with CRT vision, such as Bird and Plant of the Year.
	Perform other duties as agreed in advance with CRT Chair.