



WRFT ADMINISTRATOR & OFFICE MANAGER JOB DESCRIPTION

OVERVIEW AND RESPONSIBILITIES

Job Title :	WRFT Administrator and Office Manager.
Responsible to:	WRFT Chair and Trustees
Location:	Gairloch, with elements of working from home if desired
Hours:	16 hours per week (0.4 FTE), flexible working required
Rate of Pay	£16.50 per hour
Benefits	Workplace pension (4% staff, 4% WRFT)
Initial review period	1 month
Full probation period	3 months.
Notice after probation	1 month

PURPOSE OF JOB

Wester Ross Fisheries Trust (WRFT) is a small local conservation charity (registered SCO50755), based in Gairloch. Established in 1996, our remit is the conservation and management of wild fish and their environments in the sea and in freshwater of Wester Ross, plus related education activities. We survey fish (salmon, trout, herring spawning), restore habitats (riparian trees, seagrass), and are involved in education and awareness raising events and information provision.

The post holder will be responsible for the day-to-day running of WRFT administration procedures with minimal supervision. They will act as a liaison point between staff, Trustees, fieldwork helpers and a range of organisations that WRFT works with. They will also assist the WRFT Biologist and other staff with projects, reports, grant applications and quotations.

MAIN RESPONSIBILITIES

The main responsibilities of the role include, but are not limited to:

- Manages correspondence (post and email). Circulates relevant documents.
- Manages office area and consumables, greets visitors.
- Keeps accurate records and files (largely online).
- Arranges meetings and events and takes minutes where needed.
- Pays invoices and expenses, sends out invoices for work done. Keeps accurate records of invoicing and spend in partnership with WRFT Book Keeper.
- Processes purchase requests from staff and Trustees.
- Keeps an eye on budgets, pricing and grant claims, liaising with book keeper, staff and Trustees
- Ensures health and safety documents, WRFT operating policies and Insurance are in place and recorded. Requesting, instigating, guiding and drafting updates with staff and companies as required.
- Keeps records on Companies House, OSCR and other organisations updated.
- Initiates staff employment checks, staff information records and pension enrolment. Researches and drafts job descriptions, contracts, induction policies etc, including checking relevant legislation

- Drafts documents for Trustees and staff.
- Interacts with Trustees, to inform of relevant information and to carry out requests.
- Interacts with WRFT staff to help with projects and grant claims. Keeps staff informed of relevant information and sends out reports or correspondence as requested.
- Keeps an overview of biologist and other staff activities: checking work schedules, chasing answers to queries and requests.
- Leads on volunteer and casual helper induction, administration and payment from projects
- Keeps WRFT members informed of WRFT activities and meetings.
- Has an overview of website content, IT requirements and social media

IMPORTANT PERSONAL QUALITIES

- A friendly disposition and the ability to work in a small team of largely part time staff and Trustees.
- Able to work flexible hours and be flexible with tasks. This may involve working more days per week during busy periods, with time taken back during slack periods. Working from home is possible, as long as there is still regular contact with the office.
- Being able to think and work independently, prioritise tasks, and be proactive in instigating and discussing processes where required.

SKILLS AND EXPERIENCE

- Experience of administration work, including invoicing and budgets.
- Experience of both independent working with minimal supervision, and of team working within a small group.
- Technical skills using MS word, excel and other office software and IT systems.
- Good people and communication skills (written and verbal), and the ability to build relationships with project stakeholders and colleagues.
- Good organisational skills and attention to detail, and the ability to handle confidential information.
- Ability to manage staff and volunteers
- A curious mind, willing to explore new possibilities for WRFT
- Previous experience of working with a small charity and of successful grant writing would be advantageous.
- The legal right to work in the UK is essential.

WRFT. May 2026