

**Regen SW**  
**The South West Sustainable Energy Agency**  
**Team Administrator**

**JOB DESCRIPTION**

Location: Exeter  
Reports to: Finance and Operations Manager  
Salary range: £15,000 to £20,000

**Overall job purpose**

To ensure that the office runs smoothly and that team members have sufficient administrative support to undertake their jobs efficiently and effectively.

**Principle responsibilities**

Personal Assistant role

- Provide PA support to the Regen SW Chief Executive, EST Regional Manager and other senior Regen SW team members including coordination of diaries and travel arrangements
- Answer switchboard telephone calls and direct them to the appropriate member of staff or take and pass on messages
- Organise meetings, both internal and external to the organisation, working lunches, providing itineraries and making travel arrangements as required
- Take minutes / notes for internal meetings where necessary

Office systems

- Take responsibility for the stationary systems and arrange correct quantities of supplies to be stored in the Regen SW offices, anticipating increased demand around the time of mail-outs and events
- Arrange all of Regen SW and EST's mail, pick up post from previous offices and contact mailers to update their details, take internal post to be franked and deliver to the Innovation centre desk. Arrange large mail-outs. Maintain details of postage costs.
- Input and update information in Regen SW's central database systems, including processing memberships and e-bulletin requests, making changes to the company directory dealing with email bouncebacks and uploading events onto the online calendar
- Undertake photocopying and general administration in support of the team
- Ensure that communal areas in the office are kept tidy and that plants are watered regularly.
- Collect office supplies as necessary
- Maintain Regen SW's environmental standards outlined in the staff handbook
- Deal with Regen SW's recycling and shredding

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**PERSON SPECIFICATION**

Qualifications and administrative skills:

- Educated to A level (or equivalent) standard with GCSE English and Maths grade A-C
- Good knowledge of administrative processes and systems
- Experience in an administrative role
- Good typing & IT skills
- Polite telephone manner
- Experience in setting up and managing databases
- Ability to plan and organise own and others' workload
- Ability to maintain confidentiality and demonstrate discretion at all times
- Good communications skills both written and verbal

Team skills:

- Experience of team working
- Ability to work constructively and co-operatively with other team members

Personal qualities:

- Good attention to detail
- Good interpersonal skills
- Creative problem solving skills
- A commitment to maintaining high standards
- A commitment to sustainable working practices
- A good degree of initiative and self motivation
- A flexible approach to work, with the ability to deal with a multitude of tasks simultaneously
- Willingness to work occasional unsocial hours and to travel as required

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**Benefits and term**

- Fixed term contract to end March 2011
- Salary range £15,000 to £20,000
- 25 days paid holiday a year plus public holidays

**Application process**

- Apply by post or email via application form, giving evidence of how you meet each one of the requirements of the Person Specification.
- Send your application to Chloë Uden, Regen SW, The Innovation Centre, Rennes Drive, Exeter EX4 4RN or by email to [admin@regensw.co.uk](mailto:admin@regensw.co.uk)
- Closing date for receipt of applications is midday Monday 23rd March 09
- Short-listed candidates will be invited to interview in Exeter on Thursday 2nd April 09.

**About Regen SW**

Regen SW is the sustainable energy agency for South West England.

Our mission is to speed up the transition to a low-carbon economy in South West England, by:

- unlocking sustainable-energy business opportunities
- accelerating the uptake of the region's renewable energy resources
- and championing effective energy-demand-reduction initiatives in the region.

We help develop all aspects of the sustainable energy industry in the south west by giving independent advice to decision makers; acting as a sounding board for developers; supporting demonstrator projects across a range of technologies at both micro and utility scale; and stimulating an informed public debate about sustainable energy.

Regen SW is a not-for-profit company, with both its membership and its board of directors comprising representatives from the private, voluntary and public sectors. Core funding for Regen SW comes from the South West of England Regional Development Agency.

The Regen SW team is based in Exeter. Geographically we cover the seven counties areas of the South West: Cornwall, Devon, Dorset, Former Avon, Gloucestershire, Somerset, and Wiltshire.

**APPLICATION FOR EMPLOYMENT**

**POST DETAILS**

Post Title:

Where did you see this post advertised?

**PERSONAL DETAILS**

Surname [CAPITALS]	
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Other Names:

Preferred title:

Address:

Postcode:

Telephone – Home

Telephone – Daytime:

Email address:

Date of Birth:

Nationality:

Do you have a disability\*  Yes /  No

*(\*Under the Disability Discrimination Act (DDA) a disability is defined as physical, sensory or mental impairment which has, or had, a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities).*

**WORK PERMIT**

Do you require a work permit to work in the UK?  Yes /  No

**EDUCATION**

School/College/University attended (please state if full or part-time)	From	To	Qualifications awarded (please state subject and grade or class and division)

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**CURRENT OR MOST RECENT EMPLOYER**

Name & address of employer:

Post title:

Period of appointment – From: To:

Salary:

Length of notice you are required to give:

Brief description of duties and responsibilities:

**PREVIOUS EMPLOYMENT**

Name of Employer (please start with the most recent)	Post Held	Period of Employment	
		From	To

**MEMBERSHIP OF PROFESSIONAL BODIES**

**SPECIAL FACILITIES**

Please give details of any equipment you may have/require to enable you to carry out the post or access you may require to attend interview (if applicable) in accordance with the Disability Discrimination Act”.

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**ADDITIONAL INFORMATION**

Please detail below (continuing on additional sheets if necessary) how your qualifications, skills, knowledge and experience match Regen SW's requirements for this appointment as outlined in the job description and person specification.

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## REFEREES

Please give the names and addresses of two referees who are able to comment on your suitability for this appointment. Ideally at least one should be your current or most recent employer.

**Please note that Regen SW normally contacts referees for shortlisted candidates after interview.**

(1) Name: \_\_\_\_\_ Position held/capacity known: \_\_\_\_\_  
Address: \_\_\_\_\_ Email address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
May we contact the referee prior to interview?  Yes /  No

(2) Name: \_\_\_\_\_ Position held/capacity known: \_\_\_\_\_  
Address: \_\_\_\_\_ Email address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
May we contact the referee prior to interview?  Yes /  No

(3) Name: \_\_\_\_\_ Position held/capacity known: \_\_\_\_\_  
Address: \_\_\_\_\_ Email address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
May we contact the referee prior to interview?  Yes /  No

## DECLARATION

*Knowingly providing false or misleading information may disqualify you and if you have been appointed may result in dismissal.*

I declare that the information given in this application is to the best of my knowledge complete and correct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## DATA PROTECTION ACT 1998

*The information contained within your application is being requested to enable Regen SW to make employment decisions and meet statutory obligations. Any information provided to Regen SW in this context will be treated confidentially and used only by manager(s), personnel, superannuation and payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.*

Please:

- Ensure that you have completed all sections of this form;
- Return your completed application and equal opportunities (EO1) form to Chloe Uden, Regen SW, Innovation Centre, Rennes Drive, Exeter, Devon EX2 5HR.
- Regen SW will contact you shortly after the deadline for applications to let you know if you have been shortlisted or not.