



## Office Manager – Guidance for applicants

Your application should include the following:

- A completed applicant information form. Your statement should describe how you meet the criteria set out in the job description and your relevant experience.
- An up-to-date copy of your CV.

Your statement is the most important part of your application. If there is a high volume of applications, the Conservators' selection panel will shortlist the candidates who have best demonstrated that they have the required skills and experience set out in the job description.

To help us understand your suitability for the role, you should provide examples of experience and specific situations where you have used the required skills and explain how you did so.

Completed applications should be sent by email to:

[clerk@bansteadcommons.org.uk](mailto:clerk@bansteadcommons.org.uk) by Friday 21 February, 2025.

All applications will receive a confirmation of receipt email, so please check your inbox for this. Interviews will be held on Thursday 13 March, 2025.

**If you have any questions or queries about the position, please email**

**[enquiries@bansteadcommons.org.uk](mailto:enquiries@bansteadcommons.org.uk)**



## Banstead Commons Conservators

### JOB DESCRIPTION

**JOB TITLE:** Office Manager (Part Time)

**SALARY:** £26,000 to £28,000 pro rata (dependent on experience)

**HOURS PER WEEK:** 14 hours a week (flexible working)

**JOB REPORTS TO:** Clerk & General Manager

Banstead Commons consist of 1350 acres (550 hectares) of open green spaces and comprise four separate areas: [Banstead Heath](#), [Banstead Downs](#), [Park Downs](#) and [Burgh Heath](#).

Banstead Commons are owned by [Reigate and Banstead Council](#). As a result of the Metropolitan Commons (Banstead) Supplemental Act of 1893, the Commons are managed by the Banstead Commons Conservators. The Act conferred upon the Conservators a statutory duty to ensure safe and free access for the public to the commons and to protect them from damage and trespass.

The successful candidate will be working in a small, dedicated team who are passionate about protecting and preserving Banstead Commons for people to enjoy and wildlife to thrive.

#### **JOB PURPOSE:**

To act as Office Manager supporting the legal and operational duties of Banstead Commons Conservators. This is a part-time post with duties ranging from managing public enquiries, supporting the delivery of volunteer and public engagement activities hosted on Banstead Commons and supporting statutory duties which includes writing letters and organising meetings.

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**MAIN DUTIES & RESPONSIBILITIES OF THE JOB:** The role will provide flexible management support to the Clerk and General Manager and Operational team as required. Responsibilities will include tasks across a variety of work areas, including:

- Managing and responding to incoming enquiries, dealing with most of them directly or with guidance from the Clerk and General Manager.
- Prepare agendas and record minutes for Quarterly Meetings, Banstead Commons Consultative Group and all other meetings hosted by the Banstead Commons Conservators.
- Peruse Planning Applications and make comment on any Applications affecting the Commons.



- Support Clerk & General Manager to prepare the Banstead Commons Conservators Annual Report and Accounts.
- Support the Clerk & General Manager to maintain and update the Safety Manual, Risk Assessments and Control Of Substances Hazardous to Health Assessments (COSHH). Organise service updates for the alarm systems at the depot and MOTs for vehicles.
- Facilitate the delivery of engagement events and volunteer development responsibilities.
- Administrative duties associated with the Professional Dog Walker Licensing Scheme.
- Update website pages and schedule posts on the Banstead Commons Conservators social media pages.
- Facilitate staff training, annual leave and manage the company diary.

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**OTHER:**

- To undertake any other duties that might reasonably be requested appropriate to the grade.
- To undertake any relevant training for the duties of this post.
- The Office Manager will be expected to work from home and house any relevant computer equipment and paperwork.

This job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation / discussion with the post holder.



## PERSONAL SPECIFICATION

Requirements	Essential / Desirable
<b>1. Qualifications / education / training</b>	
Educated to degree level or equivalent experience.	Desirable
<b>2. Experience and Knowledge</b>	
Minimum two years' experience working at a senior administrative level	Essential
Excellent IT skills including knowledge of Microsoft Office.	Essential
Experience using website content management systems.	Desirable
Able to produce high quality & engaging written / visual content which appeals to different audiences.	Essential
Experience of providing administrative support to multiple teams, including co-ordination, monitoring and reporting on projects.	Essential
Experience of event organisation, including risk assessments, marketing and promotion.	Essential
Knowledge of current countryside issues, CRoW, environmental stewardship and other legislation.	Desirable
<b>3. Skills and abilities</b>	
Strong administrative and organisational skills.	Essential
Able to balance workload and work flexibly and responsively in a small but busy team.	Essential
Able to liaise confidently and proactively with colleagues to ensure tasks are completed to a high standard and to agreed deadlines.	Essential
Able to work independently and use own initiative to solve problems with minimal supervision.	Essential
High standards of delivery with an attention to detail, including working within specific guidelines.	Essential
<b>4. Other</b>	
Willingness to work flexibly and work on four Saturday mornings each year.	Essential
A keen interest in the natural world and conservation.	Desirable



**APPLICATION FORM – Office Manager**

1. Personal information	
Surname:	Forenames:
Telephone (s)	
Email	

2. Work permit			
The successful candidate will be asked to provide proof that they are eligible to work in the UK			
Do you need a work permit to work in the UK? If yes, please give details below	Yes	No	

3. Driving licence			
Do you hold a current full driving licence?	Yes	No	
Please give details of any driving convictions and/or penalties on licence:			

4. Qualifications			
Do you hold a current first aid certificate?	Yes	No	
Please give details of any relevant qualifications:			

5. Membership of Professional Institutes (if applicable)	
Institute(s):	
Level of Membership:	
Year awarded:	

6. Covering Statement
Please explain your reasons for applying for this post and the experience, skills and knowledge that you have that make you suitable for the role.



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**7. Employment record**

Please fill out detail of your most recent employer.

Employer name:			
Address:			
Job title			
Duties and responsibilities			
Start date:		End date (if applicable):	
Reason for leaving:			

**8. Criminal record**

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975: both spent and unspent convictions must be declared. We will ask the successful applicant to complete a form from the DBS and any offer of employment will be subject to a DBS clearance.

Please select Yes/No to the following questions:

Have you ever been convicted of a criminal offence?	Yes		No	
Do you have any unspent criminal convictions?	Yes		No	



Do you have any spent criminal convictions?	Yes		No	
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**9. Personal references**

Please give details of two people, not related to you, who may be approached for references. The first should be your present or most recent employer or line manager. The second should be someone who is able to comment on your work abilities. References will only be taken up for those candidates chosen on offer of contract.

NAME		NAME	
POSITION		POSITION	
RELATIONSHIP TO YOU		RELATIONSHIP TO YOU	
ADDRESS		ADDRESS	
TELEPHONE		TELEPHONE	
EMAIL		EMAIL	

Banstead Commons Conservators are committed to Equal Opportunities and welcomes applications from all sections of the community.

**10. Declaration**

I declare to the best of my knowledge that the information provided on this form and any accompanying documents is correct. I understand that false information may lead to the termination of employment or withdrawal of a job offer. I agree that the content of this form and any accompanying documents may be treated as part of any Contract of Employment agreed between myself and Banstead Commons Conservators.

<b>Signature</b>		<b>Date</b>	
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