Job Description

Cluster Administrator (Full Time)

Purpose of the role

The NECFC Cluster Administrator will build and embed robust systems to help keep our team organised, compliant and efficient and that enable our network to be highly engaged. There is real scope to help shape this role and make considerable impact.

This role balances record upkeep, collaborative grant tracking, financial task management, some project data collation and event coordination. You will be absolutely central to our team's process improvement by confidently managing essential operations and administrative functions, ensuring our digital platforms run smoothly and that we have the information and arrangements to keep our members connected. You will bring experience and authority to the role that helps a busy and growing team support you in finding systems that work best.

Key Responsibilities

1. Digital Record-Keeping & Admin

- **CRM** First phase of role**:** Audit, standardize, and complete the contact and membership records, identifying and addressing any data gaps. Make recommendations for future CRM. Ongoing: Set up and support team use of CRM.
- **Maintain digital archives** within Google Workspace via shared drives; including event records, project data, governance documents, and meeting minutes.
- **Maintain** network contact details and basic membership data using the Wix Platform.
- **Ensure data compliance** across all platforms in line with UK GDPR guidelines.

2. Grant Administration & Compliance

- **Support monitoring of grant cycles** for restricted funding awarded to the network.
- **Support collation of progress data** from network members and partners to assist in drafting narrative and financial donor reports.
- **Track reporting deadlines** to ensure all funder compliance requirements are met on time.
- **Maintain audit trails** by collecting receipts, invoices, timesheets and event evaluation information from internal staff and external partners.

3. Grant monitoring

- **Bespoke project support** on selected key projects (e.g. farm data for Evenlode Landscape Recovery)
- **Data collation and record keeping** for selected key projects

4. Event Coordination & Support

- **Deliver event logistics** for the NECFC AGM, and strategic events through the year.
- Lead on maintaining catering and office supplies for events.
- **Support or enable the lead with practical arrangements** for knowledge exchange events and governance meetings.
- Maintain Cluster meeting equipment, consumables and storage facility
- **(As required) handling of digital registration** processes, delegate communications, and attendance lists via Wix and Google Forms.
- **(As required) support to meeting coordination**, and take accurate minutes during in-person meetings.

4. Bookkeeping & Finance (Xero)

- **Process day-to-day transactions** including member dues, sales invoices, and team expense claims.
- **Track project budgets** to assist the team in monitoring spending across various network activities.
- **Gather financial data** to help prepare standard reports for Board and Steering Group meetings and donors.
- **Simple bookkeeping (as required)** support to the Finance Manager.

Candidate Profile

We are looking for a proactive, common-sense Cluster Administrator with experience of setting up systems who can co-design improvements to processes where needed and drive efficiencies with the team. You will share a love for our local farmed environment and be motivated by the work the Cluster does to support farm businesses.

Required Skills & Experience

- **Tech-savvy operator:** Confident navigating Google Workspace (Docs, Sheets, Drive) and managing basic frontend updates on Wix.
- **Organised administrator:** Experience maintaining tracking sheets, managing files, or supporting grant/project compliance.
- **Event capability:** Prior experience coordinating meeting logistics, workshops, or virtual events.
- **Self-motivated worker:** Ability to work productively from home while maintaining clear communication with a remote team.

Desirable Skills & Experience

- **Financial admin experience:** Proven track record handling basic bookkeeping in Xero.
- Experience in agriculture, land management, conservation or the rural sector.

- Experience organising events, farm walks or outdoor learning.

Work Structure & Environment

- **Home Working:** You will require a reliable home office setup and a secure internet connection.
- **In-Person Meetings:** While day-to-day work is remote, you must be able to travel to our central area of operation for regular team meetings and periodic events. Our preference is for the post holder to live within the operational area of the North East Cotswold Farmer Cluster.