

# Job Title: Part-Time Administrator

**Location:** The Nest Farms, Suffolk

**Hours:** Approx. 4–6 hours per week (flexible, with potential for additional hours)

**Contract:** Part-time

**Reports to:** CEO and Operations Manager

## About The Nest Farms

Based on a beautiful farm in Suffolk, The Nest supports young people aged 9 to 25 who are unable to access full-time education or work due to mental health challenges. We provide a safe, inclusive space where young people can develop resilience, cultivate emotional strength, and build the skills needed to navigate life's challenges and re-engage with education and society.

## Role Overview

We are seeking a reliable and well-organised Part-Time Administrator to support the CEO and Operations Manager with the day-to-day running of the charity. This varied role includes administrative support as well as assisting with website updates and social media activity. There is opportunity for the role to grow and for additional hours as the organisation develops.

## Key Responsibilities

- Data input and maintaining accurate records
- Monitoring attendance and updating systems
- Filing and document management (digital and paper-based)
- Ordering goods and supplies
- General office and administrative duties
- Providing administrative support to the CEO and Operations Manager
- Assisting with website updates and basic content changes
- Supporting social media activity, including posting and scheduling content
- Assisting with ad-hoc tasks as required

## Skills and Experience

- Excellent organisational and time-management skills
- Knowledge and experience using Google Suite (Gmail, Google Docs, Sheets, Drive)
- Basic IT skills essential
- Confidence using websites and social media platforms (training can be provided)
- Strong attention to detail and accuracy
- Ability to work independently and manage a small workload effectively
- Flexible, proactive, and supportive within a small team
- Previous administrative or digital support experience desirable but not essential

## What We Offer

- Flexible working hours (approximately 4–6 hours per week)
- Opportunity for additional hours as the organisation grows
- Potential for role development and progression within the organisation
- A friendly and supportive working environment
- The opportunity to contribute to a meaningful charity supporting young people's mental health and wellbeing

Please send your CV and Covering letter to: [hannah@thenestfarms.org](mailto:hannah@thenestfarms.org).