

International Tree Foundation

Finance and Admin Assistant

Application Pack

January 2018



International Tree Foundation

Welcome

Thank you for expressing an interest in applying for the role of Finance and Admin Assistant with International Tree Foundation (ITF).

ITF is a pioneering environmental organisation originally founded in Kenya as Watu Wa Miti (People of the Trees) by Dr Richard Baker and Chief Josiah Njonjo. Richard Baker was generations ahead of his time in terms of recognising the importance of trees and forests in sustaining life on Earth. While we have a long history and an impressive list of achievements we remain a relatively modest organisation in size with a small staff team. We are a membership organisation and currently have just over 700 members and supporters, with 1,800 subscribers to our e-newsletter and annual Trees journal. Over the past 3 years we supported the planting of more than 2 million trees in Africa and the UK and supported more than 35,000 direct beneficiaries.

As a foundation we currently run three grant making programmes. We have also developed a new educational programme for schools, Tree Power, with partners in a number of African and European countries. In addition we have secured grant funding from the Big Lottery Fund for two four year programmes: Trees 4 Livelihoods in Mali and The Nkhata Bay Natural Way in Malawi and are partners in the new Fruit-full Communities programme in England. We have just launched our biggest ever campaign in the build up to our centenary in 2024 – 20 Million Trees for Kenya's Forests – with an income target of £4 million.

The Finance and Admin Assistant will be responsible for assisting the Finance and Facilities Manager in the effective and efficient management of the ITF finances and facilities. This is a part time position for 14 hours per week based at our offices in Oxford, UK.

There is some scope for flexibility in the days worked. You will find the following information in this Application Pack:

- The advertisement
- Background information about International Tree Foundation
- Finance and Admin Assistant - Job Description and Person Specification
- Terms and conditions

For further information about ITF, please visit: www.internationaltreefoundation.org

If you would like to apply for the Finance and Admin Assistant position, please send the following:

- Your CV (max 2 pages)
- A covering letter (max 2 pages) explaining why you believe your skills and experience make you suitable for the position and specifically how you meet each of the requirements in the person specification.

Please submit your completed application to info@internationaltreefoundation.org to arrive no later than midnight **on Wednesday 31 January**.

We will hold interviews for shortlisted candidates on **Friday 9 February** in Oxford.

We look forward to hearing from you and reading your application.

Yours
Andy Egan
Chief Executive

Advertisement



International Tree Foundation

FINANCE AND ADMIN ASSISTANT

Part Time: 14 hours per week

£18,727 - £20,808 pro rata

Oxford, UK

Do you have excellent bookkeeping skills with high levels of accuracy?

Do you have experience of data entry and record keeping?

Are you a friendly and effective communicator and team player?

Do you have an interest in environmental issues?

If the answer is 'Yes' to all these questions then this could be the role for you.

The International Tree Foundation (ITF) is a small charitable company that runs tree planting and education programmes in the UK and Africa. ITF supports community-led projects that protect, plant and promote trees and forests in order to preserve biodiversity and habitats, reverse deforestation, improve livelihoods and tackle climate change.

The Finance and Admin Assistant will be responsible for assisting the Finance and Facilities Manager in the effective and efficient management of the ITF finances and facilities. Key duties include:

- Ensure efficient processing and record keeping of funds received, payment of invoices.
- Ensure effective tracking and reporting of donations via the ITF website, direct debit scheme, standing orders, Just Giving, telephone and post
- Handle incoming and outgoing post.
- Manage the ITF email account, replying to enquiries and forwarding to other team members.
- Liaise with external agencies such as mailing houses, data handlers etc.

This is a part time position for 14 hours per week based at our new offices in Oxford. There is some scope for flexibility in the days worked. The starting salary offered is £18,727 - £20,808 per annum pro rata depending on experience.

Go to <http://internationaltreefoundation.org/about-us/jobs/> for details of how to apply.

The deadline for applications is midnight on Wednesday 31 January.

Interviews will be held on Friday 9 February.

Background information about International Tree Foundation

International Tree Foundation (ITF) was originally founded in the UK in 1924 as Men of the Trees and has promoted and funded sustainable community forestry projects in the UK and internationally for over 90 years and has been responsible for the establishment of hundreds of millions of trees. Our vision is a world where trees and forests flourish and where their vital role in supporting planetary and human well-being is valued and nurtured.

ITF is a registered charity and a company limited by guarantee. ITF's mission is to protect, plant, cultivate and promote trees in partnership with local communities in ways which support the:

- conservation of trees, forests, associated biodiversity and indigenous knowledge about the wise and sustainable use of trees, plants, soils, water and other natural resources;
- advocacy and promotion of public awareness of both local and global environmental and socio-economic issues created by deforestation and unsustainable agriculture and the potential of trees to rehabilitate degraded land, generate livelihood benefits and combat climate change;
- building of the capacity of local communities to increase their resilience to environmental degradation and climate shocks through supporting the establishment of community-led natural resource management strategies;
- improvement of livelihoods in rural communities through the sustainable use of forests and forest products, especially through the cultivation and use of traditional foods and medicines to improve food security, nutrition and health;
- adoption of agro-ecology and agroforestry practices to develop sustainable agricultural systems that generate income, create jobs and business opportunities;
- development of socially and environmentally desirable local governance and community by-laws which meet the needs and aspirations of local communities, while contributing to the formulation of more effective national and regional policies.

We have four key **strategic objectives**:

- ENVIRONMENT - increase global tree cover, promote reforestation and appropriate tree cultivation
- EDUCATION - foster an understanding of the amenity, ecological and economic value of trees
- LIVELIHOODS - enable communities to develop (restore) sustainable and productive landscapes by tree cultivation
- CAPACITY BUILDING - build capacity in community organisations to advocate and implement community-based forestry and agroforestry



All of our work is guided and informed by distinctive **values**:

- **Partnership:** ITF seeks to develop respectful, equitable and sustainable partnerships with the organisation's it supports. We will provide a page for each of our partners on our website and publish project reports in our e-bulletin and on our website.
- **Accessibility:** ITF seeks to make its grants programmes and application processes accessible to both new and smaller organisations that may not have a lot of experience of applying for and securing funding
- **Transparency:** ITF will be open about its grant assessment criteria and award processes. We will provide information about the sources of the funds for the programmes.
- **Ethics:** ITF seeks to promote and uphold ethical relationships between people, the natural environment and wildlife. We seek to support projects that promote the equal participation of both men and women, comply with international guidance on child labour, and ensure animal welfare.
- **Self-evaluation and assessment:** ITF supports funded organisations to develop and build their capacity to evaluate and assess the effectiveness and impact of their projects. We will provide easy-to-use monitoring and evaluation tools. We expect our partners to provide accurate and honest information about the progress of their project, and to be open about any challenges experienced.
- **Learning and sharing:** ITF seeks to maximise opportunities for our partner organisations to share their experiences and learn from both each other and good practice from other initiatives – through our website, e-newsletter and where possible, participatory workshops.



Some key elements of our **approach** are:

- **Working in partnership with communities:** ITF implements community forestry projects in partnership with local communities, CBOs, NGOs and international agencies that are designed around local needs and aspirations.
- **Supporting new initiatives:** We support newly emerging community organisations that promote community-based forestry. We seek to assist them to build their capacity and thereby strengthen civil society.
- **Promoting gender equality and social inclusion:** Addressing issues of gender inequality, exclusion and social cohesion are integral to our approach and we seek to establish replicable models to scale up equitable and sustainable rural development.

- **Promoting environmental justice:** ITF seeks to address the connection between the global North's unsustainable demand for forest resources and the impact of this on people who rely on these resources in the affected areas of the global South. We support people and communities to voice their concerns and highlight the effects of the misuse of forest resources (timber and non-timber) on environments, livelihoods and social cohesion.
- **Appreciating the intrinsic value of trees:** We seek to increase people's appreciation of the intrinsic value of trees and forests as a source of tranquility, peace and enjoyment. Trees should equally be valued and respected as part of the natural wilderness and ITF supports efforts to protect natural forests from destructive human activity and to encourage their regeneration.
- **Sharing knowledge:** We aim to offer a world-class resource for the capture and dissemination of knowledge about the ways in which trees can be used to improve livelihoods, rehabilitate degraded environments and create new business and employment opportunities for marginalised communities.

Our **programmes** provide support for a wide range of community based organisations who are working with local people to make a positive difference to the environment and livelihoods. We currently operate four key programmes:

- Our **Africa Drylands Programme** is tackling desertification in the Sahel region and supporting a range of greening, natural regeneration and agro-forestry initiatives.
- Our **Sustainable Community Forestry Programme** supports a diverse range of community scale projects that conserve, restore and protect indigenous forest resources, habitats and associated biodiversity. It supports community-led natural resource management to promote reforestation, improve nutrition, food security and local livelihoods through sustainable use of trees.
- Our **Tree Power schools programme** combines global and outdoor learning to encourage young people's development as both Tree Explorers and Tree Guardians - who care for trees and the environment to safeguard our future well-being.
- Our **UK Community Tree Planting Programme** supports community projects that conserve, restore and protect indigenous trees and woodlands, forests, habitats and associated biodiversity; support community engagement in tree planting to promote reforestation and to increase awareness of the importance of trees and forests to environmental and human well-being; and encourage social cohesion and inclusion.



Finance and Admin Assistant (14 hours per week)

Job Description and Person Specification

Job Description

JOB OBJECTIVE

The Finance and Admin Assistant will be responsible for:

- I. Assisting the Finance and Facilities Manager to ensure the accurate, efficient and effective management of ITF's finances;
- II. Providing administrative support to the rest of the team
- III. Ensuring data entry and maintenance of the CRM system (Bitrix), in compliance with the General Data Protection Regulation;
- IV. Administration of the ITF's membership database, including processing and renewals;

REPORTING TO

This position reports to the Finance and Facilities Manager

STAFF RESPONSIBILITIES

None

CORE DUTIES

1. FINANCE

- Ensure efficient processing and record keeping of funds received, payment of invoices.
- Ensure effective tracking and reporting of donations via the ITF website, direct debit scheme, standing orders, Just Giving, telephone and post
- Ensure receipt of agreed corporate donations.
- Ensure processing of Gift Aid claims and receipts.

2. FACILITIES

- Handle incoming and outgoing post.
- Manage the ITF email account, replying to enquiries and forwarding to other team members.
- Liaise with external agencies such as mailing houses, data handlers etc.
- Support the organisation of meetings and events (quarterly Board Meetings, Annual General Meeting, staff away days, etc.)
- Ensure stationery and other supplies are maintained and purchased at the most cost-effective rates and consistent with ITF's ethical and environmental policy.
- Support the fundraising team with administrative duties such as scanning and filing partnership agreements, printing reply slips and return envelopes, stuffing envelopes.

3. GRANTS & PROGRAMMES

- Provide support to the Finance and Facilities Manager to produce Programme reports

4. EXECUTIVE SUPPORT

- Arrange meetings including booking venues and sending meeting reminders.
- Provide administrative support to the Chief Executive

5. OTHER DUTIES

- Participate and contribute to staff team meetings and activities.
- Organise and attend off-site events as directed from time-to-time.
- Such other duties, of an equivalent nature, that ITF from time to time require.

Person Specification

1. Knowledge and experience

- Experience of maintaining and updating database records and analysing and collating data and other information (desirable).
- Knowledge or training in data protection

2. Skills and abilities

- Excellent bookkeeping skills (essential).
- Excellent organisational skills with the ability to coordinate own activities (essential).
- Ability to work as part of a small team and to undertake routine administrative tasks including filing, responding to correspondence and telephone enquiries (essential).
- Good literacy, numeracy and IT skills including the ability to use spread sheet and database packages including Microsoft Excel (essential).
- Advanced Excel skills (desirable)
- Familiarity with accounting software packages. We use Quickbooks.
- Previous experience or interest in working in the environmental or non-profit sector desired but not essential.

3. Qualifications

- At least two years' experience in a finance role

Terms and conditions

Hours:	14 hours per week
Salary:	£18,727 - £20,808 per annum pro rata (£7,490 - £8,323 per annum)
Contract:	Permanent
Probationary period:	6 months
Holidays:	20 days per annum pro rata plus statutory holidays and 3 days over Christmas period
Pension:	Contributory pension scheme with life cover