

Office Manager/Regional Coordinator, CLA East

The CLA East team is looking for a dynamic person to join them in the exciting and varied role of Regional Coordinator. The successful applicant will manage the office near Newmarket, provide administrative support to the team, and run the Branch Committees, providing the secretariat to meetings. This is a full-time post.

The Country Land and Business Association (CLA) is the membership organisation for owners of land, property and rural businesses, who have been championing the interests of rural England and Wales for over 100 years. CLA members own or manage around half the rural land in England and Wales and more than 250 different types of businesses.

We are looking for an experienced Administrator who is highly organised and has a positive attitude. The role will quickly become an integral member of the team and assist with a variety of duties for the smooth running of member operations, to manage the office and to act as PA to the East Director and provide administrative support to other members of the team.

The regional coordinator is usually the first point of contact for members and will manage the eight regional Branch Committees, covering a wide range of issues impacting rural businesses.

We're looking for a candidate who has experience in office management and ideally has an understanding of rural issues. The role will liaise with stakeholders including members, MPs, and decision makers in the region.

If you are interested in hearing more please follow the link below, or contact the Regional Director, Cath Crowther, or recruitment@cla.org.uk.

The ideal person will:

- Have excellent verbal and written communication skills
- Have a high level of computer literacy with great administrative skills and ideally experience of CRM systems
- Be self-Motivated, enthusiastic and organised with excellent time management
- Be able to manage and prioritise workloads effectively
- Be flexible, adaptable and open to new ideas
- Be willing to learn and ability to work under own initiative
- Be charismatic and brilliant with people
- Be a problem solver who can use their own initiative and judgement
- Be able to demonstrate attributes of honesty, integrity, due skill, care and diligence

Driving Licence required due to requirement to travel to committee meetings in rural locations.

The position involves:

- Managing the CLA East Office including processing invoices
- Acting as a first point of contact for members who contact the East office: dealing with correspondence and phone calls
- Organising the eight CLA County Branch Committees in the East. Preparing and circulating agendas and papers for the committees and drafting minutes at the meetings. The Committees discuss a variety of topical issues impacting rural businesses. The post holder will be the main point of contact for the committee members.
- Organising meetings and appointments with stakeholders and decision makers such as MPs
- Acting as PA to the Regional Director and providing admin support to the rest of the team including assisting with event administration
- Leading on CRM (Customer Relationship Management) to ensure the database is up to date and accurate

The Location, Team, and Working Arrangements

The role is based near Newmarket. We will be moving to a wonderful new rural office location (CB8 0TY) in the Summer/Autumn 2022. The role will involve a 35-hour working week, with some flexible working available on request, although contact time in the office would be required each week. There will be a requirement to travel across the East at times, to attend events and meetings and visit members.

The successful candidate will be part of a small, hardworking and fun team, who are very passionate about the organisation and rural affairs in general. They will also work collaboratively with the CLA's supportive team of over one hundred highly motivated individuals in the membership, finance, marketing, external affairs and advisory teams, in London and across the other five regions in England and Wales.

What we can offer

The CLA offers its staff a large number of benefits which include;

- Enrolment into an excellent pension scheme, offering Employer's contribution
- of up to 10% of salary
- 24 days holiday, increasing to 26 after 2 years' service, and 29 days after 3 years' service, plus public holidays
- Work place benefits such as payment of flu vaccinations, eye tests and option for Payroll Giving
- Access to an online wellness portal, including Employees Assistance Programme
- Discount offers at over 800 retailers
- Access to a private 24 hour GP service

For further information or a full job description, please call or email Cath Crowther, Regional Director on cath.crowther@cla.org.uk / 07557 576127.

Application process

We would love to hear from applicants from a wide range of career backgrounds and experience: we believe that greater diversity can only strengthen us as a team. To apply please send a covering letter, setting out how you meet the criteria, include your current remuneration and CV to recruitment@cla.org.uk by Monday 27th June – **applications will be considered on a rolling basis and therefore we encourage early application.**