



Administrator Job Description

Job Summary

The CROPS Trust is seeking a proactive and detail-oriented part-time Administrator to support our operations (10 hours per week). The ideal candidate will manage various administrative tasks across office coordination, finance, events, communications, and volunteer support. This role is ideal for someone who is highly organised, comfortable with multitasking, and passionate about CROPS's mission and values.

Key Responsibilities

Office & Resource management

- Offer general Office Management of resources used and records and policies, e.g. DBS records and materials used by the CROPS staff

Finance & Record-Keeping

- Petty Cash Oversight: Balance office petty cash and manage small financial transactions.
- Digital Filing: Organise and digitally file receipts and important documents, ensuring records are current and accessible.

Event Administration

- Calendar Management: Organise and maintain the event calendar, ensuring timely scheduling and coordination.
- Logistical Coordination: Book transportation for residentials and manage logistics related to event planning.
- Online Event Setup: Set up and manage Eventbrite pages, register events, and update contact records.
- Content Management: Input CCLI song details and update event-related registers as needed.

Communication & Relationship Management

- Promotional Support: Coordinate the production of promotional materials and assist in preparing marketing collateral.
- Communication where appropriate with schools, churches via phone, email and post.
- Digital Marketing: Create and send Mailchimp emails for events and monthly newsletters; oversee the production of the CROPS newsletter by gathering articles, liaising with designers, and organising print runs.

Volunteer & Team Support



- Task Coordination: Assist volunteers by assigning tasks and offering guidance to those working in the office
- Administrative Support: Manage references, DBS checks, and evaluation forms for volunteers, and produce identification materials for team members and mentors.

General Administrative Duties

- Independent & Collaborative Work: The ability to work independently while also contributing effectively within a team environment.
- Problem-Solving: Identify and resolve administrative issues promptly to support overall organisational efficiency.

Background detail

Hours: 10 hours per week

Remuneration- £13.45 per hour

Please refer to the job description for further information. If you have any questions or would like to have a confidential discussion regarding the role, contact trustee Matt Forsyth on contactmattforsyth@gmail.com

In your cv and cover letter please outline how you meet the requirements of the role and why you would like to work for us. You must account for any gaps in your employment history.

We are committed to safeguarding and promoting the welfare of children. We require job applicants, staff and volunteers to complete a criminal records self-declaration and undertake a basic DBS check.

Applicants must have the right to work in the UK. We are unable to sponsor visas.

How to apply

Send your cv and cover letter (one page) to hello@crops.org.uk

Closing date for applications: Friday 11th September 2026 @5pm

Interviews likely: week commencing 21st September 2026