

National Grants and Regulations (NGR) Incentives Administrative Officer

Location

Any FC office (subject to office availability with working pattern/blended working arrangement) with regular contact with or travel to Bristol.

About the job

Forest Services are the Government's forestry experts. We advise nationally and locally on how to unlock the full potential of woodlands and the forestry sector to protect, improve and expand England's valuable woodland assets. The National Grants and Regulations (SFMNGR) team is part of Forest Services (FS). The main functions of the NGR team are incentives, regulations and tree health.

The NGR team have lead responsibility for the operation of forestry regulations such as felling licences, for enforcement activity and for grant delivery supporting woodland management other than the Public Forest Estate. Delivery of these functions on the ground is locally managed, so the national team primarily provides guidance and support for the Area Grants and Regulations teams and Administration Hubs.

There are many interactions across the functions of the NGR team that consists of the National Incentives Team, Regulations Team, Non RDPE Incentives Team, Compliance and Admin Hub Teams and the post holder will work closely with all parts of the NGR team.

Job description

To support the incentives team (grants) with administrative tasks. The role will focus on administrative duties relating to the organisation and management of meetings, departmental mailboxes, gathering management information data, tracker and action log maintenance and customer mail merge communications.

To undertake these tasks effectively the role holder will develop and maintain close working relationships with NGR staff, Forest Services Area staff and other national office teams. The post will report to the National Incentives Project Officer.

KEY WORK AREAS

Undertake administrative duties and activities in support of the Incentives team

- Review and manage electronic mailboxes monitoring any associated action logs, triage queries to the right person if they can't be immediately answered.
- Assist with mail outs to applicants and agreement holders.
- Organise arrangements for face-to-face events, webinars and tele conference calls with internal and external stakeholders.
- Attend team meetings as required, maintaining action logs and sharing with the team in a timely manner.
- Work with line manager to support the progress of CS applications using excel based monitoring tools.
- Lead on Customer Records Management (CRM) system to answer queries, maintain and update guidance.
- Chase up area team colleagues for responses to data collection queries.
- Lead on SharePoint development and management of incentives documents storage.

Benefits

- A Civil Service pension
- A range of family friendly benefits
- An environment with flexible working options
- Learning and development tailored to your role
- A culture which promotes a diverse and inclusive work environment
- A range of wellbeing benefits including discounted Civil Service Healthcare, access to an Employee Assistance Programme 24/7, Bike to Work Scheme, plus many more.
- 25 days annual leave, with 1 additional day for each years' service up to 5 years (pro rata)
- Ability to buy or sell 5 days annual leave
- 3 days volunteering per year (pro rata)

We aim to provide a great place to work, whichever location you work from. Blended working forms part of our flexible and inclusive approach to future ways of working. It is an informal arrangement which gives you the option to work some of the week from home, and some of the week from our Forestry Commission workplaces, subject to role requirements, business needs, and regular review. Informal blended working arrangements will be available as agreed with the line manager.

Salary £23,098

To apply, please visit [here](#).

Closing date: Apply before 11:55 pm on Sunday 19 February 2023