

We're Hiring: Administrative and Technical Assistant (Maternity Cover)

Join the team at **Richard Green Ecology** and make an impact!

We are looking for a proactive and highly organised **Administrative and Technical Assistant** to join our busy team on a **12-month fixed-term maternity cover contract**, starting **2nd February 2026**.

For the right candidate, there is potential for the role to be **extended or progress into a permanent position** within the company.

You'll provide essential support to our growing team at Richard Green Ecology — professionals passionate about protecting and enhancing the environment through expert ecological advice.

What's the role?

This is an **office-based role** with room to grow! 

You'll handle day-to-day admin support, scheduling, equipment and data management, health and safety checks, and other duties to support our ecology team. Your work will help keep our operations running smoothly and efficiently.

Key Responsibilities

- **Daily Administrative Tasks:** Answer phone calls, liaise with clients, and provide general office support.
- **Data Management and Analysis:** Upload and organise video/audio data from SD cards collected during bat surveys. Allocate analysis tasks to staff and sub-consultants and carry out quality assurance checks.
- **Survey Calendar Management:** Book surveys with clients, schedule staff, update calendars, and prepare necessary equipment.
- **Survey Kit Management & Maintenance:** Take ownership of all survey equipment, ensuring it is well cared for, fully functional, and ready for use. This includes conducting regular checks, cleaning, and calibration; identifying and resolving issues; liaising with suppliers for repairs or replacements; coordinating servicing when needed; keeping accurate records; and continuously improving the efficiency of kit organisation and deployment.
- **Stock Management and Maintenance:** Conduct stocktakes and report replacement needs. Carry out weekly ladder and vehicle safety checks and coordinate annual MOTs and services.
- **Social media & Training Course Coordination:** Post updates on social media, promote training courses, handle bookings, arrange payments, and set up the training room on course days.

- **Website Management:** Assist with maintaining and updating the company website, including uploading new training courses, adding and editing pages, updating content, and ensuring information is current and accurate.
- **Assist with Other Duties:** Occasional survey support and general workspace organisation.

Busy Periods:

Summer is our peak season — expect a fast-paced and rewarding environment during this time!

What's in it for you?

- **Salary:** £25,000
 - **Contract:** 12-month fixed-term maternity cover (potential to extend or progress into a permanent role)
 - **Start Date:** 2nd February 2026
 - **Hours:** 37.5 hours per week, Monday–Friday
 - **Training:** Full in-house training provided, along with a thorough handover to ensure you feel confident and supported in the role
 - **Benefits:** Private healthcare available after successful completion of probation
 - **Environment:** Friendly and supportive team with regular get-togethers 🎉
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We're looking for someone who has:

- Excellent organisational skills and attention to detail
- Ability to prioritise and manage workload effectively
- Strong problem-solving and initiative-taking skills
- Confidence handling and maintaining technical equipment and data
- Proficiency in Microsoft Word, Excel, and file management systems
- Flexibility and adaptability to changing workloads
- Great communication and teamwork skills

Desirable:

- Previous administrative experience
- Experience in a busy office environment
- Familiarity with website content management systems (e.g. WordPress)

- Experience handling digital data
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Location: Southwest, near Exeter

Applications close: 5th January 2026

Interviews: To begin shortly after the closing date

Ready to make your next career move?

Send your CV and cover letter to **office@richardgreenecology.co.uk**

 **Love what you do. Do it with us at Richard Green Ecology.**

#AdminJobs #Ecology #JoinOurTeam #WildlifeConservation #SouthWestUK