**The Role**

**Goodwood Education Trust** is recruiting for a **Trust Co-ordinator** to provide administrative and operational support to the **Trust’s Education Officer and Education team.**

**About us**

Goodwood is a quintessentially English estate, set in 12,000 acres of rolling West Sussex countryside. Rooted in our heritage, we deliver extraordinary and engaging experiences in modern and authentic ways. But what really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes Goodwood the unique place it is.

Goodwood Education Trust is an independent charity operating on the Goodwood Estate that promotes awareness and understanding of the natural environment to children and young people from schools, colleges, community groups and charities across the country. Set up in 1976 by the current Duke’s father, the 10th Duke of Richmond, its vision is to inspire a love and understanding of the natural world. Principle areas of operation are Home Farm, the estate’s working organic mixed farm, and Seeley Copse, a 20 acre area of woodland.

**Passionate People**

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Goodwood.  We look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for Goodwood to be **‘the home of exceptional experiences’**.

**Our Values**

**The Real Thing Derring-Do Obsession for Perfection Sheer Love of Life**

|  |  |  |  |
| --- | --- | --- | --- |
| Always inspired by Goodwood’s heritage | Daring to surprise and delight | Striving to do things *even* better | Sharing our infectious enthusiasm |

**Purpose of the role**

To provide high-quality office and operational support to the Education Trust Manager.

**Key responsibilities**

* Manage the handling of all formal and ad-hoc inbound communications by providing efficient practices around correspondence and passing on to the relevant parties where applicable.
* Proactively maintain and deal with enquiries and requests from schools, colleges and other groups booking educational day visits, residential stays and Forest School sessions.
* Build on existing customer relationships and help drive repeat visits/bookings.
* Maintain Booking systems; send out evaluation forms and record feedback; raise invoices where necessary.
* Book trust guides for day visits, residential stays and Forest School sessions and respond to staff questions relating to bookings.
* Provide operational support to ensure itineraries of visiting groups run smoothly on a day to day basis; this will include liaising with other teams and suppliers on the Goodwood estate.
* Work alongside the education team to prepare materials for visits where necessary.
* Oversee the maintenance and efficient running of the Goodwood Education Centre.
* Procure stationery, First Aid equipment, teaching materials and Forest School supplies.
* Manage cleaning schedule of Education Centre with third party cleaning contractor.
* Work alongside the education team at events, on occasion.
* Update Risk Assessments and maintain up to date records.
* Support the Education Officer with ad-hoc projects to further the objectives of the trust.
* Any other duties as may reasonably be expected in order to successfully perform the role.

**Qualities you will possess**

* Passion for what you do
* Positive and friendly with a “can do attitude”
* Attention to detail
* Ability to prioritise and organise
* Proactive
* Take responsibility for yourself
* Confident to make decisions and to stand by them
* Good negotiation and influencing skills
* Excellent communicator
* A sense of fun!

**What do you need to be successful?**

* Proven administration skills;
* Excellent phone manner;
* Knowledge of MS Office, Outlook, Excel;
* Be passionate about furthering the objectives of the trust;
* Be adept at for multi-tasking in a fast-paced and varied environment;
* Be willing to work in a variety of locations including Education office, Education Centre and outdoors
* Ability to work without close supervision;
* Be efficient, a team player and a ‘do-er’;
* Experience of mainstream education or the third sector an advantage;
* Own transport due to location.