



**The Conservators of Ashdown Forest  
Forest Centre Office Manager/Business Development Manager**

**Job type: full-time / 37 hours per week**

**Salary: £20,102 - £22,617**

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The Board of Conservators of Ashdown Forest is looking for a flexible and quick-thinking Forest Centre Office Manager/Business Development Manager to manage and develop the operation of our busy office and Information Centre. This is an exciting role and no two days are the same!

We are looking for someone to manage our busy Forest Centre with excellent pro-active organisational and administrative skills. You will be providing support to our Director and the Clerk to the Board of Conservators as well as providing 'first line' reception and telephone/email services. You must be able to manage our meeting cycle and act as the minute taker. Further duties include supporting Forest events and the education programme. The role also involves managing the Information Centre and in this respect some retail experience (cashing up, stocktaking, supply-ordering) is desirable.

You will be responsible for producing newsletters, event flyers, managing external communications (including website and social media) so you will need outstanding IT skills and a good standard of written English. You will also have excellent interpersonal skills and be able to coordinate the recruitment and support of volunteers. You should have experience of working in a pressured office environment.

The post will be based at the Wych Cross Forest Centre and therefore a car driver with own vehicle is essential.

Please do not send CVs as only a completed application form will be accepted. Please download an application pack from our website <http://www.ashdownforest.org/home/index.php>

**Closing date: 19 February 2018**

**Interviews: 27 February 2018**