

Role: Administrator

Location & flexibility: North Lincolnshire, office-based or hybrid working, part-time or full-time

Salary: £25,000 - £27,000 (pro rata) depending on experience

Closing date: Noon on Wednesday 24th June 2026



Are you an excellent administrator looking for an opportunity to make a difference? Would you like to be part of a small team who are passionate about the Humber and surrounding area, and work in an office with a panoramic view of the estuary?

We are seeking a permanent administrator to support our small team to achieve the sustainable management of one of the most important estuaries in Europe, to ensure the conservation of the estuary's internationally important wildlife and wildlife habitats.

General information

The role will be based at Humber Nature Partnership's office at Waters' Edge Visitor Centre, Barton-upon-Humber. It will involve site visits in East Riding of Yorkshire and other locations around the Humber, and some home working will be allowed. The salary will be between £25,000 and £27,000 per annum (pro rata) dependent on experience.

Other benefits include 28 days of annual leave plus bank holidays, a company pension scheme, training and development opportunities, an Employee Assistance Programme, and an office in a beautiful location by the banks of the Humber.

PRINCIPAL RESPONSIBILITIES

- Financial management (using QuickBooks)
- General admin support for staff
- Assisting with the organisation of meetings, workshops and conferences
- Writing reports, presentations and minutes
- Drafting and posting social media/web content and editing videos
- Engaging with the public to promote HNP's work
- Supporting our members
- Any other tasks which might reasonably be required as a member of a small team, such as assisting with site surveys or other fieldwork

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- You will have exposure to and direct experience of modern financial management techniques, and be open to further training
- Experience using QuickBooks software

- Well organised
- An excellent communicator, both verbally and in writing
- Proficient in Microsoft Office
- Able to build a rapport with a variety of people
- Full UK driving licence, own vehicle and own insurance covering travel for business use.

Desirable

You do not have to meet all or any of the desirable criteria to apply for this role, but if you do have experience, skills or knowledge in any of the following areas, please highlight them in your cover letter for consideration as part of the shortlisting process.

- Hold basic financial certification (e.g. from AAT)
- An interest in the natural environment
- Knowledge of the Humber and surrounding area
- An understanding of some of the opportunities and challenges in nature conservation
- Ability to design eye-catching promotional materials

Humber Nature Partnership is one of 48 Local Nature Partnerships around England. We work with our member organisations from the public, private and voluntary sectors to deliver the sustainable management of the Humber Estuary.

This is a permanent post with flexibility for part-time or full-time working. For an informal discussion about the post please contact Alexandra Hajok at info@humburnature.co.uk

For further information go to www.humburnature.co.uk

If you are interested please send CV and covering letter to info@humburnature.co.uk
Applications without cover letters will not be accepted.

Closing date for applications: noon on Wednesday 24th June.

Shortlisting will then take place ahead of interviews on Friday 3rd July. If you do not hear back from us by then, you should assume you have not been successful. Humber Nature Partnership is unable to provide feedback on applications that have not reached the interview stage.

