



Our small nature connection organisation is looking for the perfect, community minded person to take on the day to day running of our business. Cultivating Curiosity formed in 2012 offering weekly and monthly nature connection programmes for children from 3 years upwards. The core intention of our work is to connect to self, others and nature through ongoing, regular programmes. Our offerings have grown in response to community need and interest. We started with around 45 children across three programmes and now have around 60 children attending weekly groups and 120 attending monthly groups.

Receiving expression of interest for this role from 21st June - 5th July 2021

Status: Self Employed

Hours: We estimate that the job takes on average 4 hours per week, however one week of the month needs more time than the others due to the communications preceding our monthly programmes.

Days: Flexible, ideally you would spread your time over at least 2 days a week so emails are responded to every few days

Starting Rate: £10-12/hour depending on experience in administration, data management and systems.

Business based in: East Grinstead – for your role you would primarily work from home with the option to use a shared office at times.

Start date: We want to find somebody who can start in the first half of August 2021

What the job entails:

This job has three main components:

- 1) Communication via emails and phone calls to parents and our facilitators regarding reminders of upcoming programmes and keeping track of who will be absent. Generating participant lists for our staff and sending them to them in advance of sessions.
- 2) Database management – keeping our database up to date
 - a. allocating spaces to people in communication with the facilitators of the group in question
 - b. adding people to our waiting lists when they are interested in joining groups where there is not currently space for them
 - c. by removing people as parents inform us that their child is leaving a programme
 - d. Keeping an eye on the big picture of where there are spaces in groups and liaising with relevant facilitators as to whether it would be a convenient time to offer spaces available to those on the waiting list
- 3) Invoicing parents for the groups their children are in, reconciling payments received and sending reminders for payments overdue.

In addition to these primary aspects of the role, it would be helpful at times to promote holiday programmes via email and potentially also social media, or promote groups where a lot of spaces have become available.

Skills Needed:

- Excellent communication (both written and spoken)
- Excellent organisation and time management skills
- Accuracy and attention to detail
- Methodical and organised mind
- Warm yet professional manner
- Excellent administration and computer skills, data management and systems
- Flexible and adaptable approach to work
- The ability to use your own initiative and discretion around when to confirm re decisions
- Tact and discretion when dealing with confidential or sensitive information

Personal Qualities needed:

- Enjoy ensuring everyone knows where to go, what to expect etc.
- You are passionate about the benefits of time in nature for wellbeing
- Logical “do-er”
- Quick learner
- Community minded and in alignment with our core intention and values.
- Willingness to learn our company culture and ethos
- Either already have experience of our services or are willing to come to the woods with a group and get a taste of what it is we offer on our nature connection programmes.

The person who fills this role will need a DBS and 2 references.

Please only apply if you feel this could be a good fit for you ongoing. As a small company it is not helpful for us to invest in handing over responsibilities to someone who would only be with us a short time.

Please contact us by email at: info@cultivating-curiosity.co.uk

a) A brief cover letter.

b) Specify if you own a laptop (mac or other) in good working condition that you can bring for use at work, all our software is cloud based.

c) CV