

Role Description – Admin Manager

Job Title: County Marra Admin Manager

Responsible to: Delivery Lead

Responsible for: Administration of Marra and operation of site reception

Job Summary: To work with the Marra team to deliver successful booking administration and check in.

Main Activities:

Pre Event

- Engage and work effectively with the Marra Team to deliver the objectives
- Contribute to the Event Plan/planning
- Camper booking administration
- Staff booking administration
- Welcome pack distribution
- Enquiry handling
- Timely preparation of actions and notes from team meetings
- Recruit a team to assist with the Administration of the event
- Provide leadership to the Admin Team

During Event

- Camp booking in processes
- Camp Reception and associated matters
- Contribute to the events Health and Safety as required

Post Event

- Participate in the event review

Proven Experience:

- Leading meetings.
- Managing and motivating volunteers.
- Confident with modern software.

Time Requirements:

- Weekly: 1 hour for emails, calls etc
- Monthly: regular meeting
- Occasional: site visits, meetings as required
- Event: prior (1 days), during the event and post (1 day)

Appointment: Until completion of event evaluation.