



**BIODIVERSE**  
**CONSULTING**

**BUSINESS**  
**ADMINISTRATOR**

**APPLICANT PACK**

**APRIL 2026**

---



---

# HELLO

Thank you for your interest in Biodiverse Consulting. Launched in 2019, Biodiverse Consulting has grown rapidly to become one of the UK's leading providers of biodiversity and ecology consultancy to the built environment and construction world. We work with a range of national clients (including major retailers, housebuilders, utilities providers and major charities) to enhance nature and biodiversity.

Our 28-person team is made up of experienced environmental experts and support staff who are committed to exemplary and sustainable placemaking that benefits communities, people and nature. Our head office is located in a stunning Grade II listed building in Newcastle, and in 2025 we expanded with the opening of new offices in Kent.

An exciting opportunity has arisen for an experienced, enthusiastic & organised Business Administrator to join us and play an integral part in the smooth running of this fast-paced business. The successful candidate will report to the Operations Manager, working alongside the Senior Management team to support business processes to optimise office efficiency and welcome clients.

We are committed to ensuring our employees are fully supported and nurtured professionally and personally. We offer flexible working patterns, a competitive remuneration package, health insurance and the opportunity to work in our beautiful offices, surrounded by wildlife. Our friendly and supportive working environment is a great space to further develop your skills, build your career and work with great people with a shared purpose.

This pack describes the position in more detail and the key attributes required, alongside an overview of what you can expect from us. Your application should take the form of a CV and cover letter detailing why your experience, knowledge and skills make you ideal for the role.

I look forward to hearing from you and if you'd like an informal chat then please get in touch.

Vicki Mordue | Managing Director

+44(0)191 303 7805 | [talent@biodiverseconsulting.co.uk](mailto:talent@biodiverseconsulting.co.uk)



# JOB DESCRIPTION

<b>POSITION</b>	<b>BUSINESS ADMINISTRATOR</b>
<b>LOCATION</b>	<b>OFFICE BASED (NORTH EAST) + OCCASIONAL HOME WORKING</b>
<b>SALARY</b>	<b>C. £25,000 - £28,000</b>
<b>HOURS</b>	<b>FULL TIME (37.5 HOURS PER WEEK)</b>
<b>TERM</b>	<b>PERMANENT (ON SUCCESSFUL COMPLETION OF PROBATION)</b>
<b>BENEFITS</b>	<b>HEALTH INSURANCE FLEXIBLE WORKING PATTERNS EXTENSIVE TRAINING AND DEVELOPMENT SUPPORT ANNUAL PROFIT SHARE BONUS</b>

## ROLE SUMMARY

To support the Managing Director in the effective delivery of her workload by dealing with administrative and secretarial tasks. To provide administrative support to the team to facilitate the efficient delivery of projects and their financial management.

To coordinate and manage third-party consultants, including marketing and communications, IT, H&S, HR and subcontractors.

<b>ROLE RESPONSIBILITIES</b>	
1	Support project staff with filing and project administration and other adhoc support to colleagues when required.
2	Coordination of recruitment and onboarding processes.
3	Screening calls, emails, post, enquiries and requests, handling them when appropriate.
4	Working alongside external consultants and suppliers to ensure the smooth running of business processes. (E.g. HR/Recruitment, Marketing, IT & H&S)
5	Arranging travel, accommodation, venue booking and catering as required.
6	Diary management and PA support to Managing Director.
7	Support with preparation, proofing and editing of presentations, documents and HR paperwork.
8	Maintain an up-to-date list of MD contacts and meetings attended.



ROLE RESPONSIBILITIES	
9	Organise and attend meetings, writing and circulating minutes as required.
10	Ensure that all activity is treated with commercial sensitivity and that the details of projects and clients are treated with the utmost confidentiality.
11	Work as a team member and share expertise, knowledge and learning with colleagues and interns.
12	Promotion of services and company via digital media, including website and social media.
13	Adherence to company Health and Safety policies, practices, processes and procedures.



---

# PERSON SPECIFICATION

The person specification details the key attributes that are essential for the post and there will be a requirement to evidence these at interview.

## EXPERIENCE & KNOWLEDGE

Proven experience as an office administrator or relevant role.

Establishing and implementing accredited systems of work desirable.

Excellent communication and organisational skills and a keen eye for detail, including proof reading.

Thorough understanding and use of Microsoft 365 and Windows Office applications.

## PERSONAL QUALITIES

Strong time management and levels of personal organisation.

Outstanding communication and interpersonal skills.

Self-starter with a can-do attitude, ability to use own initiative and work to deadlines.

Ability to maintain client and commercial confidentiality.



---

## YOUR OFFER

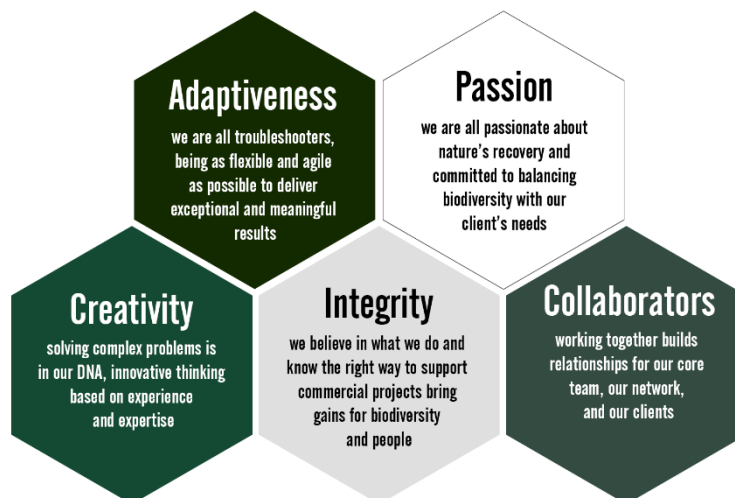
- We'll offer a salary from £24,893 - £27,183 per annum
- A dedicated training and development budget to support your growth
- Health insurance covering virtual GP appointments, employee wellbeing, physiotherapy
- Flexible working hours
- Grade II listed offices near Newcastle-upon-Tyne surrounded by wildlife
- Holiday entitlement is 22 days, in addition to Bank and Statutory Holidays, plus an extra day off on your birthday
- Contributory pension scheme that all staff are eligible to join
- A full set of terms and conditions will be made available on offer of employment

---

## OUR VALUES

Delivering quality services with a positive environmental impact is at the heart of everything we do. We are creative problem solvers, client focused and with a genuine belief that development can deliver environmental gains that balance business and biodiversity.

We truly believe in supporting sustainable placemaking that benefits communities, people and nature. And that's why we partner with businesses, the public sector and charities to create positive change that makes a tangible difference to our world.





# **BIODIVERSE**

## **CONSULTING**

Dissington Hall  
Dalton  
Newcastle upon Tyne  
NE18 0AD  
[www.biodiverseconsulting.co.uk](http://www.biodiverseconsulting.co.uk)