



BIODIVERSE
CONSULTING

BUSINESS ADMINISTRATOR

APPLICANT PACK

SEPTEMBER 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

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JOB DESCRIPTION

POSITION	BUSINESS ADMINISTRATOR
LOCATION	OFFICE BASED (NORTH EAST)
SALARY	C. £25,000 - £28,000
HOURS	FULL TIME (37.5 HOURS PER WEEK) – PART TIME WILL BE CONSIDERED
TERM	FIXED TERM (6 MONTHS)

ROLE SUMMARY

To provide essential people administration, office coordination and compliance support, ensuring the smooth day-to-day operation of Biodiverse Consulting during a six-month period.

The postholder will act as the first point of contact for routine administrative matters, provide practical PA support to the Managing Director, maintain accurate records, coordinate key suppliers and facilities, and complete monthly office audits. The role is deliberately focused on business continuity and excludes marketing activity, strategic management-system ownership and business transformation projects.

ROLE RESPONSIBILITIES	
1	Coordinate recruitment administration, including interview scheduling, candidate correspondence, reference requests and pre-employment documentation.
2	Prepare Offer letters, employment contracts and new starter documentation using approved templates and management instructions.
3	Coordinate Right to Work evidence, onboarding and induction activities, ensuring required information is complete.
4	Maintain employee records and HR systems, including joiner, change, absence, probation and leaver administration.
5	Coordinate mandatory training administration and maintain accurate training records and reminders.
6	Monitor shared business mailboxes and general enquiries, responding or directing matters to the appropriate colleague.
7	Order office supplies and consumables and coordinate routine office requirements.
8	Provide document preparation, proofreading, formatting and ad hoc administrative support to colleagues.

**ROLE RESPONSIBILITIES**

9	Plan and complete monthly office audits using the approved Biodiverse process and records. Recording findings, maintaining action logs and following up to ensure actions are completed.
10	Act as the administrative contact for IT support, facilities, health and safety advisers and other operational suppliers.
11	Provide PA support to the Managing Director, including diary coordination, meeting arrangements, travel and accommodation bookings, appointment logistics and preparation of relevant information.
12	Maintain an organised forward schedule of the Managing Director's engagements, and deadlines.
13	Undertake other reasonable administrative duties consistent with the purpose and level of the fixed-term role.
14	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 in business administration, office coordination or a comparable support role.
Experience coordinating recruitment, onboarding or employee administration.
Experience maintaining confidential, accurate and auditable records.
Strong practical knowledge of Microsoft 365 and Windows Office applications.
Excellent written and verbal communication, including proofreading and document preparation.
Ability to plan and complete recurring checks, maintain action logs and follow up agreed actions.
Ability to manage competing priorities independently and know when to escalate.
PERSONAL QUALITIES
Strong time management and levels of personal organisation.
Proactive, practical and comfortable taking ownership of routine activity.
Approachable and able to build effective working relationships quickly.
Able to work calmly across varied tasks and changing priorities.
Professional, trustworthy and committed to confidentiality.
Ability to maintain client and commercial confidentiality.
A collaborative team member who can also work independently.



YOUR OFFER

- We'll offer a salary from £25,000 - £28,000 FTE per annum, dependent on experience
- Flexible working hours and occasional home working by agreement.
- Holiday entitlement is 22 days, in addition to Bank and Statutory Holidays.
- 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.





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