

Bristol Older People's Forum (BOPF)
BOPF Nature Together Admin Worker (Part-time)
Closing date: Friday 30 January 2026

Dear Applicant

Please find below the BOPF Job Description and Person Specification for the BOPF Nature Together Admin Worker post.

If you are interested in applying for this post, please complete the Application Form and email it the BOPF Finance Manager, finance@bopf.org.uk.

You can download the BOPF Application Form from our website:

<https://bopf.org.uk/about/recruitment/>

Our main mission:

'For every older person in the city to be an equal, valued and participating member of the community, able to influence policy and decision-making, challenge ageism and promote Bristol as an Age Friendly City.'

Background to the BOPF Nature Together Admin Worker post

The Bristol Older People's Forum (BOPF) was formed in 1993. It has nearly 3,000 members and supporters and provides a range of services, as well as representing its members across the public sphere.

The BOPF Nature Together Project is a two-year funded programme designed to address nature decline. It builds on the launch of our [Community Climate Action Plan in June 2025](#).

At the heart of the project is a strong commitment to ensuring older people are actively involved in its design and development. Working alongside the BOPF staff team and a core group of older adults, the project will focus on local, nature-based activities, intergenerational work, and meaningful connections with older people across Bristol.

Bristol Older People's Forum (BOPF)**BOPF Nature Together Admin Worker (Part-time)
Job Description**

Job Title:	BOPF Nature Together Admin Worker (Part-time)
Hours:	14 hrs per week (flexible days)
Contract details:	Fixed term contract until December 2027
Salary:	£10,920 pro rata (£28,820 FTE)
Based at:	The Create Centre, Smeaton Road, Bristol, BS1 6XN
Accountable to:	BOPF Board of Trustees
Reporting to:	BOPF Director

Job Overview:

The Admin Worker will provide day-to-day administrative and communication support to help the project run smoothly. This includes managing enquiries, supporting meetings and events, maintaining records, and assisting with project communications.

The role involves working in the BOPF office, from home, and in community venues where activities and meetings take place.

Key Tasks:

- Manage incoming emails, phone calls, and general enquiries.
- Organise and schedule meetings, including preparing agendas, notes, and resources.
- Maintain accurate records, files, and project databases.
- Assist with data entry and the preparation of reports, including simple bookkeeping tasks.
- Create and update documents, posters, and digital materials using Canva and Microsoft Office
- Support social media communications, including drafting, scheduling, and posting updates.
- Take notes and minutes at relevant meetings
- Assist with event organisation and communication with staff, volunteers, partners, and community groups.
- Provide general administrative support to the Nature Together team and the wider BOPF organisation.

Person Specification
BOPF Nature Together Admin Worker

Essential Criteria	
1	Confident using: <ul style="list-style-type: none"> • Microsoft Office 365 (Word, Excel, PowerPoint) • Email (Outlook) and online communication tools (including Zoom) • Social media platforms (including Facebook) • Canva and Access or a willingness to learn
2	Strong organisational skills and the ability to manage multiple tasks.
3	Good written and verbal communication skills.
4	Attention to detail and the ability to work independently.
5	Ability to maintain accurate records and carry out basic data entry.
6	Ability to prepare meeting agendas, notes, and supporting documents.

Desirable Criteria	
1	An understanding of how age discrimination affects older people and its impact on wellbeing and participation.
2	An understanding of, or interest in, nature and climate issues and the role of community involvement
3	Experience creating content for social media.
4	Experience supporting events or community projects.