



The Southampton Collective CIC: Administrative support post

[The Southampton Collective](#) is recruiting a freelance administrator to support our organisation as we grow and develop, including assisting our partnership work with [Southampton Climate Action Network \(SoCAN\)](#). The post is:

- Home working with occasional travel
- Freelance: £20.00 per hour
- Part-time: 5 hours per week. Hours are flexible, ideally spread over at least 3 days/week
- Contract: 3 months / 13 weeks - Nov 2027 - Feb 2027, excluding Christmas break.

This role is ideal for someone who is organised, adaptable and passionate about the power of communities and social change. You will help implement systems, processes and governance that enables us to deliver our work well and grow our organisation. You will be happy undertaking “behind the scenes” tasks and will be a supportive member of a wider team. You will enjoy solving problems around administrative systems which support effective ways of working within our small ecologically-minded community organisation. You will uphold our values, be compassionate to others and flexible to respond to other people’s needs.

Key Responsibilities

Meetings & Coordination

- Organise meetings, workshops and community sessions - including actions logs and occasional minutes

Inbox & Communication Management

- Manage emails, WhatsApp, Telegram inboxes maintaining professional communication and timely responses, liaising with the core team about appropriate messaging.

- Manage mailing lists and group communications in efficient ways, including helping to review effectiveness of platforms

Documentation & Governance

- Support internal policy and governance processes
- Help develop and implement effective administration processes such as filing paperwork. We currently use Google Drive.
- Assist with setting up administration processes for new project activities
- Support project documentation, reporting, monitoring and data collection

General Administrative Duties and Teamwork

- Website content updates. We use [Kualo cPanel](#)
- Basic financial admin. We currently use Google Sheets and Xero
- Keep and share timesheets, and support with reporting as part of project monitoring.
- Be supportive to colleagues and volunteers and generally flexible to help deliver our organisation's priorities.

Person Specification

- Excellent organisational skills
- Ability to work independently
- Strong written communication skills and good at explaining admin systems to others
- Experience managing inboxes, documentation and meeting coordination
- Proficiency in platforms such as Google Drive, email management and online calendars, Mailchimp (or similar), updating website content and other platforms that are useful for small organisations which need to communicate with wide audiences
- Enthusiasm for problem solving and able to adapt to improve ways of administrative working and project management, including finding suitable technological solutions
- Financial numeracy and abilities with basic spreadsheets
- Enthusiasm for community projects including those which are intergenerational and have a strong environmental ethos
- Commitment to inclusivity and compassionately minded. Uphold our values-based policy approaches including safeguarding standards and strong environmental approaches
- Supportive to other members of the team and wider community
- Strong connections to Southampton e.g. resident, works here or active volunteer in the city, and thoughtful when it comes to reducing environmental emissions. Experience of working in community settings will be an advantage.

Applying for the role

Please send a CV and covering letter explaining why you think you are suited to the role. Please do not use AI to write the covering letter.

Inclusivity

We welcome applications from people who may experience marginalisation. We will of course offer reasonable adjustments to anyone who needs them, and would hope applicants could be open with us about any needs or considerations that would be necessary.

Timescale

Please submit applications by **Tues 13 October 2026 at noon.**

We will contact shortlisted applicants by the end of Thurs 15 October 2026.

We will shortlist those applications and invite people to a discussion on either Tues 20th or Thurs 22nd October 2026. If these dates are not suitable, please let us know and we will do our best to accommodate a different time. Ideally the successful freelancer would start early November 2026.

Any questions?

Please contact us if you have any questions. Please contact hello@socollective.org.uk or call Rebecca Kinge on 07968777261