

BGCI Job Description

Title of post:	Office Administrative Assistant
Job Purpose:	Provides essential central administrative support
Reports to:	Secretary General
Contract Type:	Part time – 14 hours per week
Duration:	Permanent
Location:	BGCI Offices, Kew*, London. Hybrid
Grade & remuneration:	£23,300 - £25,500pa FTE (actual salary £9,320 - £10,200 pa) dependent on level of experience within a broad range (experience, required qualifications, training).

Position Summary

Provides essential support to keep daily office and organisational functions running smoothly, and administrative support to the Senior Management Team (SMT), Secretary General, BGCI Board, and International Advisory Council (IAC). Responsibilities include managing correspondence, preparing documents, maintaining records, organising meetings and logistics, coordinating travel, and acting as a central point of contact for staff and visitors. The role also provides high-level administrative and secretarial support, ensuring effective governance processes and efficient organisational operations.

*Please note that effective from 1st April 2026 until further notice, while BGCI's offices are being refurbished our temporary office address will be Putney, London SW15.

About BGCI

Botanic Gardens Conservation International (BGCI) is the largest global plant conservation network with over 950 member institutions in more than 120 countries. BGCI plays a key coordinating role, facilitating collaboration between botanic gardens and other conservation organisations, and supports the development and long-term functioning of botanic garden networks. BGCI ensures that local expertise contributes to global impact, and mobilises funding and technical assistance for practical conservation efforts worldwide.

Detailed Position Description

Core Support for BGCI Board and Senior Management Team

- Organise BGCI Board and International Advisory Council (IAC) meetings efficiently, including scheduling, managing invitations, handling enquiries, and ensuring timely distribution of papers.
- Act as Secretary to the BGCI Board and IAC, including sharing the agenda, papers and taking minutes.
- Maintain official Board and IAC records and documentation, ensuring accuracy, confidentiality, and compliance with governance requirements.
- Coordinate meeting logistics (virtual and in-person), including venue arrangements, IT setup, catering, and materials.
- Coordinate travel itineraries and make bookings for the SMT when required.
- Provide administrative and organisational support for governance-related activities and international engagement.
- Provide assistance to the Secretary General and SMT as required, including organising BGCI-led meetings (internally and externally), workshops, and high-level engagements.
- Assist BGCI staff in receiving overseas delegations at headquarters, including liaison and coordination with relevant stakeholders.

Human Resources Administration

- Manage the administration for recruitment from start to conclusion, in line with BGCI's Recruitment process. To include placing adverts, managing applications, organising interviews and supporting the hiring managers.
- Manage the onboarding, induction and off-boarding processes, ensuring that all necessary documents are provided and all checks and steps are followed and work with the line manager and others to ensure that all processes are followed effectively.
- Ensure that staff HR records are updated and keep copies of all relevant documents.

General Administration

- Oversee general office management including office supplies, equipment, and facilities coordination.
- Manage the BGCI info email, post, and general enquiries.
- Oversee office health and safety procedures and act as fire warden.
- Ensure invoices are processed and appropriately coded for Finance.
- Provide other administrative support as reasonably required

Person Specification

BGCI is looking for someone with a high level of organisation and administrative skills. Excelling in this role requires flexibility and a blend of interpersonal and technical skills in order to keep processes running smoothly.

Education and/or Experience

Essential

- GCSE English and Maths; or; two years or more experience in an administrative role.
- Experience of planning and managing administrative tasks in a timely and effective manner
- Experience of working to specified deadlines

Skills and competencies

Essential

- Strong organisation, planning, time management and prioritisation skills
- A high level of attention to detail to ensure accuracy
- Proficient in using Microsoft Office 365, including Word, Outlook, MS Teams and Excel. Ability and willingness to use IT systems to improve efficiency and effectiveness
- Excellent communication skills
- Ability to deal with people at a variety of levels with politeness, sensitivity, tact and understand the need to respect confidentiality
- Ability to work well with others and contribute to a positive organisational culture
- Problem solving skills to ensure issues are quickly resolved

Other

Essential

- Eligibility to work in the United Kingdom
- A strong commitment to plant conservation and the work of BGCI is highly desirable
- Self-starter who proactively works to handle issues and improve processes

What BGCI Can Offer You

- Flexible working: We encourage a healthy work-life balance by supporting flexible working options where we can
- 30 days annual leave per year (full time), plus Bank & Public holidays
- Life assurance: covers a sum of four times your annual salary, paid to a nominated person
- Sabbatical leave: A period of (unpaid) leave of up to 6 months after 5 years' service, towards personal development, focusing on family life or a better work-life balance.

Application Process

If you are interested in this role, please send us your CV and a cover letter (two pages maximum) explaining your motivation for the role and providing examples and evidence of how you are suitable for the position.

Please note that the role is UK based, you must be eligible to work in the UK. We are unable to provide sponsorship for this role. **Please confirm in your cover letter your eligibility to work in the UK.**

Please send your CV and cover letter to info@bgci.org

Closing date for applications is **17 April 2026**. The interviews will be conducted online (*or in person*) week commencing **4 May 2026**.

We also ask all applicants to complete a short Equality and Diversity Monitoring Form - please click on this link [BGCI Equality and Diversity Monitoring Form – Fill in form](#)

BGCI is committed to putting equality, diversity and inclusion at the heart of our organisation. We are committed to ensuring a working environment in which all individuals are free from discrimination and in which opportunities are equal to all. We encourage applications from all sections of the community, particularly those underrepresented within our sector.