



Learning Operations Administrator

JOB LOCATION	Low Becks Farm, Mungrisdale, Cumbria, CA11 0XR https://w3w.co/remarking.parks.client
HOURS	0.6 - 0.8 FTE (21 - 28 hours per week)
SALARY	£25,500 pro rata
REPORTS TO	Head of Learning, Operations and Partnerships (Cumbria and Lancashire)

The Ernest Cook Trust

The Ernest Cook Trust is an educational charity and one of the UK's foremost providers and funders of Outdoor Learning. Our vision is for an environmentally engaged society with stronger connections to nature.

Our mission is to improve the life chances of children and young people through a range of Outdoor Learning experiences, enabling them to learn from nature, empowering them to have a positive impact on the environment. We do this through grant support, direct delivery, research and advocacy.

The Role

Following a period of expansion of the Trust's activities in Cumbria and Lancashire, we are seeking a highly organised person to undertake administrative duties which support the implementation of our Outdoor Learning programmes, including apprenticeships, training courses, traineeships and Outdoor Learning sessions to underserved children and young people within our Cumbria/ Lancashire Hub, as well as across the Trust.

The post holder will be responsible for systems and processes at our Mungrisdale farm site, supporting implementation of Health & Safety, safeguarding and risk assessment policies, and ensuring that students, trainees and groups are booked in via Salesforce, supported and feedback gathered. The post holder will also play a key role in supporting administration of our grant-funded Learning Programmes.

The successful candidate will work with our experienced Outdoor Learning Officers, Farmer and Apprentices to ensure we successfully deliver key elements of our learning strategy across the Cumbria/ Lancashire Hub, particularly to those who might currently face barriers to accessing and participating in the outdoors, such as people living in towns, and those who aren't well represented in natural spaces and environmental careers.

This is a wide-ranging role, which will suit someone who is happy assisting with a variety of administrative tasks, taking a proactive approach and using their initiative. The post holder will have a good eye for detail, be methodical, thorough and reliable, and have a positive, friendly manner.

A love of the outdoors is essential in this 'year-round' environment and a good understanding of farming in the uplands of Cumbria will help make that connection with the local community, but also those we hope to bring to the farm.

The successful candidate will be someone who can work with a range of individuals and groups and is interested in Outdoor Learning, working outdoors and supporting people. We are looking for a team player who can also work independently where required, and someone who can adapt wherever necessary to suit the moment's needs, often in front of a group of learners.

Work will be based on our working, upland farm, so enthusiasm, whatever the weather, is essential.

Main accountabilities

- Administration of learning activities across the Trust
- Maintain and provide technical support for the Salesforce Information Management System - used for managing bookings, grants, and data collection
- Manage and signpost enquiries via phone calls, visitors to sites, and email.
- Manage bookings, act as a point of contact for further information and send out paperwork and risk assessments to groups
- Maintain digital records, including student training logs and feedback, produce monthly/quarterly activity reports in line with the Trust's requirements and update the Salesforce database system
- Work with Outdoor Learning Officers to complete and record risk assessments and paperwork required for visits to sites and safe operation of vehicles, maintaining consistency with the farming operation
- Oversight of Health & Safety requirements (eg. fire alarm, PAT testing) at the Mungrisdale site, in line with the Trust's policies
- Maintain the organisation of the Mungrisdale site and arrange for any reactive maintenance required on site or on vehicles by liaising with contractors and farm staff
- Order resources requested by Outdoor Learning Officers to ensure delivery of learning programmes
- Assist with GDPR compliance
- Collate accident reports, ensuring they are shared with Learning Operations & Training Coordinator in a timely manner
- Seek opportunities to improve the environmental sustainability of our learning programmes and efficiencies in our approach to learning on a working farm

Main Priorities

Administration

- Provide administrative support to the Learning team, which includes correspondence with schools, HE and FE settings, training providers and key contacts
- Assist with the production of relevant reports
- Assist in the planning and delivery of learning activity, training and events at our farm, utilising databases and information management systems
- Coordinate Outdoor Learning Practitioners Network (OPEN) for grantees in the North of England
- Coordination of Hub schools network - Schools Outdoor Learning network (partnership with other OL providers in the Cumbria/Lancashire hub)

Person Specification	
Specific Requirements	<ul style="list-style-type: none">• An experienced administrator, meticulous and methodical• Well-developed diplomacy and interpersonal skills• Skilled in effectively communicating with diverse audiences, from informal to formal settings• An appreciation of Outdoor Learning and the benefits of environmental engagement• Good understanding of Further Education in the region• Good understanding or appreciation of hill farming
Skills and Knowledge	<ul style="list-style-type: none">• MS Office (including Word, Teams, Excel)• The ability to work comfortably with financial information• Previous experience of use of databases and Information Management Systems (e.g. Salesforce)• Safeguarding (training will be provided)• Understanding of GDPR• Previous experience in an administrative role
Desirable	<ul style="list-style-type: none">• Working knowledge of Salesforce• Good understanding of the UK charity sector• Knowledge of UK education systems

How to Apply

In the first instance, please upload your completed CV and cover letter to:

<https://hr.breathehr.com/v/learning-operations-administrator-42662>

Closing Date

Thursday 25 September 2025 at 23:59

Please note that this vacancy may close earlier than the advertised deadline if sufficient applications are received

1st Interviews

Monday 6 October 2025 via Microsoft Teams

2nd Interviews

Tuesday 14 October 2025 at Low Beckside Farm, Mungrisdale, CA11 0XR

<https://w3w.co/remarking.parks.client>

We look forward to hearing from you.

Working at The Ernest Cook Trust

ABOUT US

As both a landowning organisation and an educational charity, we know we are naturally unique. We seek to create opportunities that help people flourish through connections to nature - particularly children, young people, their families and communities who face barriers to accessing and participating in the outdoors.

The Ernest Cook Trust is part of an impressive community of networks and organisations across the UK, working to help create a more environmentally engaged society. Our work is increasingly done in collaborations and partnerships with like-minded organisations, particularly with our funding partners, whose contribution significantly boosts the reach and influence of our work.

Take a look at our website for more information:

www.ernestcooktrust.org.uk

OUR VALUES

The unique spirit of The Ernest Cook Trust is best expressed through our values:



Cultivating Connections At the heart of our work lies the belief that meaningful and lasting change happens through the cultivation of connections. We value the relationships we build with the people and communities we serve, as well as each other and the partnerships we form with like-minded organisations. We understand that these connections create the conditions for people and places to flourish.



Freedom to Try We embrace a culture of innovation and resilience, where both our team members and the individuals we serve have the freedom to try new things. This value encourages a dynamic and adaptable approach, nurturing trust and courage in ourselves and others.



Progressive Stewardship We believe in responsible, forward-thinking management of our outdoor resources, as places where diversity can thrive. By actively caring for the environment, we ensure that the beauty and benefits of the outdoors are accessible to all, changing lives through individual and shared positive experiences.

How this role links to our values:

- **Cultivating Connections**
Building relationships with education settings, training providers and key contacts across the hub to maximise the efficacy of our learning programme delivery.
- **Freedom to Try**
Participating in decision making about future learning and engagement activity at our farm in Cumbria.
- **Progressive Stewardship**
Being sustainable in our approach to learning and supporting our farmer and Learning team to educate children and young people about farming, conservation and nature connection.

WHAT TO EXPECT

Join our friendly team at the Trust for a friendly and rewarding experience. We offer competitive salaries, a range of benefits plus a training budget for your personal growth. We currently have around 56 members of staff based either at our Gloucestershire Head Office, across our UK landholdings and in our regional hubs (Gloucestershire, Cumbria/Lancashire and Leicestershire) or working hybridly.

Enjoy our generous benefits:

- 10% employer pension contribution (5% from employees)
- 27 days annual leave, plus statutory holidays
- Life Assurance
- Access to Employee Assistance Programme, providing 24/7 support for health, mental wellbeing, and more
- Dynamic, creative, and welcoming work environment

Equity, Diversity and Inclusion

Embracing diversity is an essential part of the work of The Ernest Cook Trust. We are committed to treating everyone as a unique individual, fairly and with respect, irrespective of race, disability, age, gender, marital status, sexual orientation, or religion. We are committed to ensuring equality, respect, and safety for all, and prioritising the wellbeing of the children, young people and vulnerable adults we support. Our safeguarding policy can be found [here](#).

The appointment will be subject to satisfactory background checks including Disclosure and Barring Service and relevant online searches to comply with best practices in Safeguarding, and proof of the right to work in the UK.