

Field Administrator

Glasgow

Part time



MacArthur Green is a Glasgow-based environmental consultancy. We specialise in providing ecology and ornithology consultancy services to large-scale renewable projects such as onshore and offshore wind farms, as well as natural capital schemes and grid network projects. We have an opportunity for a **Field Administrator** to join our team.

MacArthur Green has been acquired by SLR Consulting and so the successful candidate will be joining us during an exciting time as we integrate. SLR is a global consultancy with opportunities to work on interesting projects with valued clients.

Whilst this role is primarily desk based, it is not exclusively so; this is not an ordinary desk job! In addition to working in the office, you will be out doing monthly vehicle checks on our EVs and 4x4 vehicles and preparing survey equipment. Basic vehicle maintenance knowledge is essential, along with a full manual driving license, valid in the UK.

This role is part time and due to the nature of the work, you must be based in our Glasgow west end office. It is not suitable for hybrid or home working. You will work 25 hours per week over 5 days, Monday to Friday.

Responsibilities

1. **Vehicles:** Ensure company vehicles are maintained and ready for survey work, including monthly vehicle checks and taking vehicles to the garage for MOT, servicing and repairs.
2. **Surveys:** You will be an important point of contact for our marvellous survey team, printing maps, risk assessments and preparing equipment.
3. **Office:** Data entry, checking expense claims, purchasing and keeping accurate records for credit card statement. Maintaining a safe and tidy office, kitchen and equipment store.

Qualifications & Experience

The ideal candidate will have a passion for the environment, wildlife, Scotland, and a genuine interest in the work that we do. Please describe how you meet these requirements in your cover letter:

- Previous experience in an office-based role.
- Basic vehicle maintenance knowledge.
- Organised and good at problem solving.
- Able to use initiative to get things done independently.
- Experienced in using Outlook, Word and Excel.
- Full UK driving licence.

Benefits

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| Employment Type: | 12 months fixed term contract |
| Hours: | 25 hours per week, worked over 5 days per week |
| Start date: | 11/08/2025 |
| Salary: | £26,000 (pro rata) |
| Holidays: | 33 days (pro rata) |
| Employer Pension Contribution: | 5% |

Along with competitive salaries, our staff enjoy a comprehensive benefits package with a company pension plus excellent healthcare offering, travel and life insurance and a structured career framework with regular reviews offering outstanding opportunities for progression. Alongside 25 day's annual leave, with additional flexible bank holidays, we offer flexible, agile and hybrid working which enables staff to tailor hours worked around core hours, with family friendly policies help balance the needs of professional and home life.

Closing date for applications is Monday 28th July 2025. Email your covering letter and CV in PDF format, with the job title in the subject line. Send this to recruitment@macarthurgreen.com

We are registered as a Disability Confident employer. Please see our website recruitment page or get in touch to find out more about this. We offer a guaranteed interview to any appropriately qualified disabled applicant and will endeavour to make any reasonable adjustments necessary should that candidate be successful.

At MacArthur Green, our mission is to make a positive impact on the environment through our three core business objectives: supporting projects with important environmental benefits, contributing to research projects, and operating as a biodiversity positive, carbon conscious business. You will play a crucial role in achieving these objectives, working in a friendly and supportive team. We value diversity and inclusivity, and want to grow our team with a range of perspectives and strengths. We are small enough to work collaboratively and hear everyone's ideas, and we're big enough to work on meaningful projects, with some of the best clients in the environmental sector.

