



Sarah

Office Manager

Joined The Parks Trust: 2022

What do you do?

My job is hugely varied and no day is the same. I'm responsible for looking after the reception team that answer calls and greet visitors and members of the public who come to the office. I look after the office facilities, making sure all the fire and safety checks are done regularly and organising any scheduled maintenance or emergency repairs.

I make sure that my colleagues have everything they need to do their jobs whether it be uniforms, desks or stationery and even making sure there's tea, coffee and milk for everyone! I provide administrative support to the CEO and the Senior Managers in their committee work with our Board of Trustees.

What did you do when you left school?

I wasn't sure what I wanted to do when I left school. I failed my maths exam so I decided to stay in 6th Form for a year, retake my maths and also study for additional qualifications in Computing and Economic History. I didn't go to University, and I don't believe that's ever held me back or caused me to be less successful at work.

Describe your career journey so far.

I initially got a job as an Office Junior. Having a technology qualification really helped as at that point as office technology was very new, so this along with maths showed that I could think in a logical way. English and Economic History taught me how to better comprehend the impact of changes to society and the knock on effect that has within the wider world.

I think all my previous roles have helped my get to where I am now at The Parks Trust. I've always enjoyed variety within the roles I've held and like to understand the 'big picture', see where I fit in and how I can help improve things for myself and my colleagues. I know I've learned so much in all my previous jobs and I'm continuing that here at The Parks Trust.

Why did you want to work for The Parks Trust?

I've lived in Milton Keynes a very long time and The Parks Trust plays a vital role in our community by securing green spaces and maintaining and developing them. It is a very secure and well run charity and a caring and nurturing employer. I'm really proud to be part of the team here, and to help support my colleagues in delivering the charity's aims.

What skills or qualities do you need to be successful in your role?

Be adaptable, approachable, a team player, a good listener, have a common sense approach, solution focussed, lateral thinker, have good time management, identify priorities, be supportive and have a good sense of humour!

My words of wisdom...

I think the experience of failing exams initially, and then retaking them and passing, made me a more resilient person.

