Administration Officer

Job Description

Job Title: Administration Officer

Purpose: To provide administrative, event and communications support to the Clinical Strategy and Development team.

Tenure: 1 year fixed term contract with possibility of extension dependent on funding.

Principle relationships: Head of Clinical Strategy and Development and team, Operations Officer and Head of Operations.

Time Commitment: 18.75 hours per week (0.5 FTE).

Core days are Tuesdays and either Wednesdays or Thursdays, with core hours being 10am-3pm. The rest of the hours can be worked flexibly across Monday to Thursday by negotiation.

Salary: £23,000 pro rated.

Place of Work: Home-based within commutable distance from London. In normal, non-Covid times, this role requires travel to London approximately once per month and occasional travel across the UK.

All applicants must be UK residents

Job Summary

We are looking for an efficient, technically capable and helpful administrator with a 'can-do approach'.   We need support running webinars and events, setting up project management systems, keeping databases up to date, setting out reports, creating spreadsheets and setting up meetings. We are looking for an experienced administrator with strong digital skills, particularly MS Office365, Eventbrite and Zoom, who can join our small virtual team and hit the ground running.

This role supports our Development Team which works across all parts of the UK to deliver high-quality development support, events and to facilitate shared learning. The team consists of the Head of Clinical Strategy and Development, the National Development Manager and the Scotland Co-ordinator, but with the potential to grow over the coming years.

We are looking for someone who is calm, highly organised, has strong attention to detail and who can prioritise well. You will be confident working with senior people and able to suggest changes to improve admin efficiency.

We are a small and agile team who are all home-based around the UK. As a remote worker in a small team, you must be able to work independently and be proactive, innovative, and adaptable.

Key Roles and Responsibilities

Administration

- Office administration: Respond to ad-hoc enquiries (phone and email), ensure databases and lists are completed and up to date (MS Excel and a CRM system); arrange meetings (MS Outlook, Doodle or similar)
- Document preparation: Creation of files (MS Word, Excel), laying out reports and presentations (PDFs, PowerPoint, Canva)
- Organisation: manipulate and maintain files and folders (Sharepoint, One Drive), prioritise tasks and manage competing demands

Event Management

- Webinars: Co-ordinate and manage the logistics for webinars including setting up registration systems (Eventbrite), handling enquiries, setting up Zoom/MS Teams calls and providing support to those having technical difficulties on the calls. Creating evaluation forms (MS Forms)
- Videos: editing Zoom and Teams recordings, uploading to Vimeo, sending out password protected links
- Project support: Support the team with project management, by assisting in the creation and development of project plans in excel and keeping them up to date

Communications

- Online surveys: Assist in the creation of online surveys, including the design, creation, execution and presentation of the results
- Newsletter: supporting the creation and despatch of our newsletters (using Mailchimp) to different audiences

General Requirements

- Attend monthly team meetings

Required experience and skills

1. Experience in a similar role, and a knowledge of and commitment to the charity sector.
2. Strong planning skills including task prioritisation, attention to detail, and diary management.
3. Highly proficient and competent in Office365 packages especially Teams, Word, PowerPoint, Outlook and Excel.
4. Familiar with software packages such as Mailchimp, Eventbrite and Zoom as well as databases.

5. Experience in organising and managing logistics for events and webinars.
6. Experience in producing communication materials, such as newsletters, and liaising with different people for input.
7. Experience of working remotely, for example via video calls.
8. An understanding of project planning and ability to use tools such as excel to keep plans and activities up to date.

To Apply for the Position

Applications

To apply for this role please submit a CV and a Supporting Statement. In your supporting statement, please ensure you demonstrate, with examples, how you have the required skills and experience for the role, using points 1-8 above.

Please ensure that your CV and Supporting Statement are each no more than two pages long and that each document is provided as a pdf file.

Please submit all applications via Charity Job at https://www.charityjob.co.uk/jobs/parent-infant-foundation/administration-officer/760870?tsId=8

If you have any queries or would like to discuss the role please contact Rachael Gibbons on HR@parentinfantfoundation.org.uk

The deadline for applications is Tuesday 17th August. We reserve the right to close the application period if we receive a high volume of interest.

Interviews

Interviews will take place virtually, using a video calling app (Zoom). If access to technology/WIFI is difficult for you, please get in touch with us so we can assist in making suitable arrangements.

The Parent-Infant Foundation is committed to diversity and inclusion, and we actively encourage applications from a broad range of experiences and backgrounds. Please tell us if there are any reasonable adjustments we can make to assist you in your application or attendance at interview.

Successful appointment to this post will be subject to satisfactory references.
Interviews will take place on Monday 6th September 2021.

Candidates who are invited to interview will be notified by 5pm on Wednesday 25th August.