

## JOB DESCRIPTION

<b>Job Title:</b>	Administration Assistant – Part Time
<b>Location:</b>	London (Old Street) – Office Based
<b>Reporting to:</b>	Head of Operations and Governance
<b>Salary:</b>	Grade C <b>£15,288 – £16,219 gross per annum - Part-time</b> £25,480 – £27,032 gross per annum - Full-time
<b>Contract terms and hours:</b>	Part-time: 22.5 hours per week Open Ended – subject to funding

### Background:

Saferworld is an independent non-profit organisation that works to prevent violent conflict and build safer lives. We work with communities, civil society, governments and international institutions to encourage and support effective policies and practices through advocacy, research and policy development and through supporting the actions of others.

Saferworld is committed to providing a safe, trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.

Saferworld has grown in size in recent years, with income ranging between £14-£20 million funded by some 40 donor contracts from governments, the EC and other funding entities. We operate in an increasingly complex environment with offices in London, several African countries, Central Asia, Yemen, South Asia, Washington, Brussels and Beijing. Find out more about **Saferworld** here.

The Core Function (Business Support team) coordinates all the charity's operational functions, including finance, IT, HR, governance, risk, and security. It strives to operate in a business service modality and position the function as service-driven, ultimately aiming to best enable Saferworld's programmatic work.

### Job purpose:

The role has two distinct areas of responsibility:

Provide administrative and logistical support for the smooth running of the London office (70%). Administrative assistance for the general operations of the Trustees, including coordination of Board meetings (30%), although this may vary on a day-to-day basis.

This role requires a candidate who is well-organised, adaptable, and proactive. Strong administrative, numeracy, communication, and IT skills and proficiency in using the Microsoft Office suite, including SharePoint and our organisational Intranet, are essential.

Most importantly, they'll be team players willing to learn and bring a positive, enthusiastic attitude with a proactive, can-do approach.

**Roles and responsibilities:****Office Administration and logistical support (70%)**

- Proactively ensure that the office functions well and efficiently, maintaining office equipment and stocks of office supplies within budget.
- Act as the primary contact for visitors and phone inquiries. Manage the general inquiries email inbox and other shared email accounts.
- Be the main point of contact for office maintenance, security, and building management. Communicate with the landlord to promptly and efficiently address any related issues.
- Ensure office procedures are kept up-to-date and communicated to staff.
- Coordinate the preparation and production of business cards and ID cards for staff
- Develop and uphold Saferworld (UK)'s list of trusted suppliers, regularly reviewing and adjusting as necessary in alignment with Saferworld's procurement policy.
- Add, update and maintain the UK Asset online asset register
- Identify opportunities to improve administrative systems and processes and proactively collaborate to redesign them.
- Collaborate closely with the Global People and Operations teams and ICT to assist in the onboarding and offboarding processes for new staff in our London office.
- Plan staff events, including annual summer and winter socials.
- Assist with renewing global insurance policies and provide administrative support for handling claims, including coordinating with staff and the insurance claims team as necessary.
- Coordinate with the IT team to set up new employees, ensuring the provision of company IT equipment aligns with internal policies.
- Provide administrative support to staff when visiting the UK, including providing visa support letters and making travel bookings in the UK for visiting staff and partners.
- Provide support with the organisational Travel Management Company (TMC), including setting up staff profiles and offering booking guidance.
- Monitor staff travel plans for ICT equipment movement.
- Manage Saferworld's organisational contacts database, including contact import, tagging, and deduplication, in compliance with UK GDPR legislation.
- Maintain an organised and effective filing structure within the internal SharePoint sites where relevant

**Management team administrative support (30%)**

- Provide administrative support to the Chief Executive Officer when required.
- Assist in preparing and coordinating management team, UK and Saferworld Europe Board meetings, and other committee and leadership meetings. This includes handling documentation, logistical arrangements, ICT setup for remote participation, and supporting travel bookings and expense claims.
- Manage the global Saferworld calendar, ensuring everyone is informed of events and meetings as necessary.
- Undertake miscellaneous tasks as requested by the CEO, demonstrating flexibility and adaptability to support organisational needs effectively.

**Key working relationships**

- CEO and Senior Management Team
- Board Members
- Global Operations Manager
- Global ICT team
- Global Security Manager
- Country Directors/Managers
- All London-based staff

**Scope and accountability**

<b>Decision making and limits of authority</b>	<ul style="list-style-type: none"><li>• Responsible for day-to-day decisions required to ensure the smooth running of the London office and other operational issues</li><li>• Responsible for day-to-day support to the Board and executive office.</li></ul>
<b>Financial resources</b>	<ul style="list-style-type: none"><li>• N/A</li></ul>

<b>Other resources</b>	<ul style="list-style-type: none"> <li>• Responsibility for the procurement of stationery and other office supplies and equipment</li> <li>• Consulted on premises maintenance and security</li> </ul>
<b>People management</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Legal, regulatory and compliance responsibility</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Person specification</b>	
<b>Knowledge, qualifications and experience</b> <ul style="list-style-type: none"> <li>• Previous experience in a similar administrative role</li> <li>• Experience in supporting multiple functions in an international organisation</li> <li>• Experience in delivering high-quality, written communications</li> <li>• Knowledge of Health and Safety best practices and UK GDPR legislation is desired</li> <li>• Excellent IT skills, particularly in Office 365 applications. It is desirable to have experience using SharePoint, which is used within Saferworld</li> </ul>	
<b>Skills and abilities</b> <ul style="list-style-type: none"> <li>• Strong organisational skills, including planning, developing, implementing and maintaining administrative systems</li> <li>• Ability to work independently and within a team, taking initiative, problem solving abilities, self-motivated and able to work without direct supervision</li> <li>• Communicate sensitively and effectively with a wide range of people, including across cultures and with those at a distance</li> <li>• Excellent verbal and written communication skills in English (essential) and professional competency in an additional language (desired)</li> <li>• Well-organised, calm and flexible, capable of managing multiple demands and shifting priorities with keen attention to detail</li> </ul>	
<b>Personal qualities</b> <ul style="list-style-type: none"> <li>• Dedication to upholding Saferworld's safeguarding principles</li> <li>• Firm commitment to respecting and promoting equality and diversity, integrating these principles into one's own work</li> <li>• Continual dedication to personal and professional growth</li> <li>• Wholehearted alignment with Saferworld's vision, mission and values</li> <li>• Skill in prioritisation and multitasking while effectively managing others' expectations when seeking support</li> <li>• Proactive and adaptable approach to tasks, balanced with the ability to establish respectful boundaries as necessary</li> <li>• Genuine interest in Saferworld's mission and enthusiasm for further learning about its work</li> </ul>	
<b>Other requirements</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>	
<b>Application process</b> <p><b>To apply:</b> Send your CV and a covering letter addressing the person specification and why you feel your experience matches the requirements of the role and send to send to jobs@saferworld.org.uk (Ref Admin-PT).</p> <p>More information about the role and SW can found here: <a href="http://www.saferworld.org.uk/jobs/jobs">http://www.saferworld.org.uk/jobs/jobs</a></p> <p><b>Deadline for applications: 28 July 2024, Interviews w/c August 5<sup>th</sup></b></p>	

