



Office Administrator

Full time

£25,000 per annum

[Job description](#)

In a nutshell

A critical role working across the team to ensure smooth running of administrative and finance systems. We're looking for someone with an eye for detail and excellent interpersonal skills.

About the Food Foundation

The Food Foundation is a dynamic, impactful and charity working to influence food policy to support healthy and sustainable diets. Working at the interface between academia and policy makers (parliamentarians, civil servants, local authorities) and businesses, we use a wide range of approaches to make change happen including events, publications, media stories, social media campaigns and multi-stakeholder partnerships. We also work directly with citizens to ensure their lived experience is reflected in our policy proposals. We are independent of all political parties and business, and we are not limited by a single issue or special interest. We work with others who believe there is a problem with the system and want to change it. We have a terrific and dedicated group of [trustees](#) and [expert advisers](#) who support our work.

About the opportunity

You will work with all members of our team (currently made up of 16 people) and will be exposed to all areas of our work, playing a critical role in our delivery of impact.

This is a fantastic opportunity for the right person to embed themselves as a central contact point in into a dynamic and growing team. The post holder will be exposed to all areas of the Foundation's work and will play a critical role in delivering impact in our work.

You will provide flexible and timely administrative support to the Food Foundation team and to ensure that all colleagues have the support required to fulfil their roles. You will also work with senior management, external partners and service providers ensuring the highest quality support for the team is provided.

This is both a challenging and interesting role which gives the post holder the opportunity to work alongside experts and a highly influential team within the charity and food sectors.

Responsibilities

1. Working with the Head of Finance and Operations to deliver our annual reporting to the Charity Commission and ensuring compliance with the Charity Commission in our operations



2. Supporting our trustees and expert advisory group through liaison, scheduling and documenting meetings, and planning future engagement
3. Managing contracts with suppliers including consultants and providers of IT, office and finance services.
4. Diary management for the Executive Director (estimated to be 4 hours per week)
5. Book keeping and working in support of our Finance and Operations Director (estimated to be a minimum of 5 hours per week)
6. Developing and maintaining the organisation's inventory of materials and keeping the office materials tidy and well managed and assisting the Head of Finance and Operations with maintaining the organisation's asset register.
7. Maintaining oversight of our CRM system (Agile) to ensure data is kept up to date and well organised
8. Providing administrative surge capacity in support of the delivery of major events
9. Maintaining the shared filing system so it is well organised and information is kept up to date
10. Being responsible for responding to emails received into the office email account
11. Overseeing the organisational calendar.
12. Lead relationship with office landlord and ensure any issues are dealt with promptly.
13. Providing administrative support with meeting arrangements and taking minutes at meetings.
14. Arranging travel itineraries and visitor arrangements, checking logistics and ensuring suitable venues or accommodation have been booked as required, greeting visitors on site etc.
15. Updating website content and email distribution lists as and when required, working in conjunction with colleagues in the Communications Teams.
16. Acting as a point of contact for enquiries from, internal staff and external contacts, using initiative to prioritise accordingly.

Preferred experience.

- At least 1 year's work experience in a similar role.
- Experience of working effectively in a team, taking a positive approach to change and challenges, with the drive to ensure that high-quality service is provided and sharing knowledge appropriately.
- Experience of planning and organising your own workload and dealing with conflicting priorities; comfortable working under pressure and flexibly switching between tasks, often at short notice.
- Using initiative and discretion to action items requiring immediate attention, referring matters on to others as appropriate.
- Good oral and written communication skills, including writing minutes and experience of using a variety of communication methods.
- Ability to solve problems, using information from a variety of sources to aid analysis and make timely decisions, with high attention to detail and proven ability to be methodical and accurate.



- Excellent IT skills with a good working knowledge of Microsoft Office and experience of working with spreadsheets, database entry and manipulation, including an excellent understanding of financial procedures and processes.
- Experience of basic accounting principles and online accounting packages (Xero preferred).
- Ability to maintain electronic diaries of a team and experience of co-ordinating meetings, both internal and external.
- High levels of professionalism, with the ability to use absolute discretion, initiative, and personal judgement for dealing with the sensitive and confidential matters.
- Excellent interpersonal skills and the ability to work collaboratively, build good relationships and influence others.
- Demonstrable evidence of good practice in relation to equal opportunities and diversity.
- A motivated and proactive attitude, with a commitment to ongoing professional development

Terms

The position will be full time, and based in our office in Brixton, London and could work from home up to one dpw.

Salary: £25,000; 5% contribution to pension. Probation period of 3 months.

Start Date: no later than 4th January 2022

Apply by 5pm November 24th with a CV and covering Letter explaining why you are suitable for the position to office@foodfoundation.org.uk

Interviews will be conducted on December 3rd and short-listed candidates will be contacted directly to arrange suitable times.

For more information about The Food Foundation, please visit: www.foodfoundation.org.uk