

JOB DESCRIPTION – TEAM ADMINISTRATOR

Role:	Team Administrator	Schedule:	4 days/week
Reports to:	Leaders Project Manager	Contract:	1 year, renewable to permanent
Salary:	£24,000 p.a., pro rata	Start Date:	ASAP

JOB SUMMARY:

Admin and event support to the FoL team, especially for our [Leaders programmes](#). Includes email correspondence and stakeholder contact at all levels; scheduling; event support; database management; website updates; general office administration.

KEY TASKS

Leaders Programmes/London Housing Network:

- Register participants for events, update course or project spreadsheets and the CRM database
- File/manage documents on the shared drive
- Respond to enquiries
- Lead on event preparation: badges, signage, organising refreshments, set-up
- Assist with the set-up of meeting rooms, including liaison with venues
- Provide general support during events: registration, helping guests, support on AV etc.
- Assist with printing and/or circulating course and project materials, including via Google Drive, Dropbox
- Assist with booking catering, including liaison with suppliers
- Update Alumni pages on website (WordPress)

General:

- First on phones; help callers when possible and coordinate with other staff
- Day-to-day admin, e.g. ordering office supplies (with Business Manager), recycling, post, library
- Ensure all admin/support tasks are completed in a timely and efficient way

PERSON SPECIFICATION

Qualifications, knowledge & technical skills	<ul style="list-style-type: none"> • 5 GCSEs (including English, Maths) • Experience working in a professional office environment • Demonstrable experience working effectively as part of a team • Strong written and verbal communication skills • Good computer skills, including Microsoft Office and database management •
Professional skills and Behaviours	<ul style="list-style-type: none"> • Demonstrable organisation skills; ability to prioritise tasks • Ability to follow instructions accurately, and to work quickly and effectively • Readiness to help and contribute to the team • Flexibility, ability to meet deadlines and calmness under stress • Awareness of, and commitment to, equalities issues • Appetite for learning & willingness to take relevant training • Respect for organisation and member/candidate confidentiality at all times • Willingness/ability to establish positive relationships with team and customers • Professional appearance; ability to interact with all from front line to CEO

ABOUT FUTURE OF LONDON

Future of London is a membership-led network for urban professionals. Our purpose is to share best practice and build skills, knowledge and connections amongst our cross-sector network. Our mission is to help London's current and future leaders navigate adversity and translate policy into the delivery of a more liveable world city: viable, functional, equitable and sustainable.

Future of London's small team works hard to deliver high-quality research, events and field trips, interwoven with our Leaders professional development programmes and Diversity network. We move fast, and offer a diverse, enjoyable and supportive workplace with great opportunities for learning and personal development. With its large network, supportive team and the chance to learn or hone a variety of broadly relevant skills, FoL is an excellent place to either get your career off the ground or re-enter the workforce.

Future London Leaders (FLL) and Leaders Plus are the core of FoL's growing professional development offer. FLL provides public-sector professionals with 5-10 years' experience with bespoke leadership skills, issue-focused field trips, networking, senior mentoring and alumni contacts. In 2013, we added Leaders Plus for those in more senior roles, and we continue to improve both courses. In October 2015, we launched the Housing Zones Network – about to be rebranded as the London Housing Network – to support teams charged with delivering ambitious housing and regen schemes with technical, insight and best-practice seminars; the programme is now open to all FoL members.

To apply, please send a **current, job-related CV, cover letter** and **references** to the contact below and request an application form - this form is also available on our website at: <http://www.futureoflondon.org.uk/get-involved/job-opportunities/>

Contact:	Sabrina Belle: sabrina@futureoflondon.org.uk
Closing date:	Friday, August 25th 5:00PM
Interviews:	Starting w/c August 29th
Start date:	ASAP