



Administrative Assistant

Job Description

Title: Administrative Assistant

Team: Research

Salary: £17,000 - £23,000 (plus 3.5% pension)

Hours: Full time (35 hours per week)

Contract: Fixed term until December 2018 (with a probation period of 3 months)

Location: The Old Music Hall, Cowley Road, Oxford, OX4 1JE

The Administrative Assistant (Research) will play a central role in supporting the Research Team and wider organisation to deliver quality services to our clients, funders and stakeholders. You will provide a mixture of essential coordination, operational and administrative support, in a busy and friendly office, enabling us to advance our portfolio of work connecting climate change communication research with practice.

The Administrative Assistant will have the opportunity to apply their organisational skills and eye for detail on a varied package of projects as part of a vibrant and expanding organisation.

Background

Climate Outreach is an Oxford-based 'think-and-do' tank, and Europe's leading specialists in climate change communication. Our aim is to create a society where climate change and its human impacts are understood, accepted and acted upon in a manner that creates a truly sustainable future.

We have over 12 years of experience widening and broadening public engagement with climate change, and our reputation is built on our careful and consistent use of academic research in our projects and publications. Through collaborations with some of the UK's leading universities, consultancy and commissioned work from the public and voluntary sectors, we have developed a diverse and growing portfolio of research projects.

Responsibilities:

Reporting to the Project Manager (Research) and working closely with the Research Team to support the delivery of our current research portfolio, and also the wider organisation to coordinate a range of Climate Outreach support activities.

The responsibilities for this full-time role will include:

Research Administration (80%)

- Supporting Research Team events and activities including:
 - Supporting the recruitment of participants for public discussion groups;
 - Managing invite lists for events and activities;
 - Sourcing and booking catering/venues/travel/accommodation for the team or external partners;
 - Producing relevant paperwork including logistical info, agendas, minutes etc
 - Processing audio recordings from public discussion groups and meetings, and transcripts where required
 - General support on research team written outputs e.g. proofreading of reports
- Promoting Climate Outreach work through appropriate channels:
 - Responding to email requests for information;
 - Supporting the Project Manager and Head of Communications on external communications such as Facebook, Twitter and Instagram
 - Actively participating in external events where appropriate, and acting as an ambassador for Climate Outreach
 - Supporting the Project Manager and Head of Communications on the promotion and publicising of Research Team events
- Support the Research Team in setting up and feeding into internal and external meetings as appropriate, including:
 - Scheduling and booking calls or physical meetings, including logistics support e.g. room, venue and travel arrangements
 - Minute taking
- Responsible for maintaining and adding new publications to our online research database
- Being responsible for entering and maintaining records in the organisation's CRM database in relation to all research team work and stakeholder/contact management e.g. entering new project proposals and updating throughout project cycle, and maintaining contacts new and existing
- Support the Project Manager and Research Director with the induction and training programmes for Research Interns

General (20%)

- Support the Executive Director in setting up and feeding into internal and external meetings as appropriate, including:

- Support with diary management, including scheduling and booking calls or physical meetings, and logistics support e.g. room, venue and travel arrangements
- Support the Finance & Operations Manager with administration tasks, including:
 - Regular monthly reporting on donations received via the Charities Aid Foundation (CAF) web portal
 - Assistance with producing reports for the organisation's financial management
 - Managing leave / holiday records for the organisation
 - Creating and managing agenda items for the organisation's monthly team meeting

The post-holder must be able to perform any other ad hoc duties as required by the position. This may include evening or weekend work to support on the organisation's events or other activities.

Person specification

Essential

- Administrative experience in a busy office environment
- Good organisational and time management skills and the ability to prioritise a varied workload and meet deadlines
- Excellent written and verbal English with good attention to detail and ability to communicate clearly and confidently to a variety of audiences
- Competent user of IT packages e.g. Google Drive/Microsoft Office
- Experience of using website management software and a variety of social media tools including Twitter, Instagram and Facebook, Tweetdeck and other analytical tools
- Strong interpersonal skills and ability to work with a variety of staff and external stakeholders
- Good numeracy skills with a proven competence of working with financial information; the ability to work confidently and accurately with figures and present data clearly
- Flexibility and a willingness to learn and adapt within the work environment
- A commitment to Climate Outreach's values

Desirable

- Interest in building public engagement with climate change
- Experience of working with Google Drive and associated products
- Experience of working within a small team