



## Administrative Assistant

**Title:** Administrative Assistant

**Team:** Training & Consultancy Team and Research Team

**Salary:** £18,540 - £24,282 pro rata (plus pension)

**Hours:** Full-time (35 hours per week)

**Contract:** Fixed term until March 2020 (with a probation period of 3 months)

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

Climate Outreach is seeking an Administrative Assistant to play a central role in supporting both our Training & Consultancy and Research teams to deliver high-quality services to our clients, funders and stakeholders. You will use your previous administrative experience, organisational skills and proactive approach to provide a mixture of essential coordination, operational and administrative support - working closely with the team Project Managers.

You will join our lively and enthusiastic team based in our Oxford office. This will be a stimulating and enjoyable job with many opportunities for building experience, developing new skills and being involved in a varied package of projects. You will be part of a vibrant and expanding organisation, enabling us to advance our portfolio of work connecting climate change communication research with practice.

### Background

Climate Outreach is a team of social scientists and communication specialists working to widen and deepen public engagement with climate change, in particular beyond the 'green bubble'.

Through our research, practical guides and consultancy services, our charity helps organisations communicate about climate change in ways that resonate with the values of their audiences and leads to action.

We have 15 years experience working with a wide range of international partners including central, regional and local governments, international bodies, charities, businesses, faith organisations and youth groups.

## **Responsibilities:**

Reporting directly to the Training & Consultancy Manager, and 'dotted' line management with the Research Project Manager, this role will provide administrative support in the delivery of our current project portfolio across the Research and Training & Consultancy teams.

The Administrative Assistant will deliver support in the following areas:

### **Project management and production support**

- Providing key administrative support to Project Managers on the preparation of budgets and proposals, such as researching costs and liaising with external companies to request quotes for services
- Being central to facilitating the set-up and delivery of projects, including researching and booking professional services such as recruiters, transcription services or copyediting etc.
- Using a keen eye for detail in support of the design and production process for the variety of Climate Outreach's outputs, including reports, guides, training workshops and presentations. This may include proof-reading, sourcing imagery or graphics for outputs, or co-facilitating the timeline for output production

### **Calendar and meeting management**

- Scheduling of online or physical internal and external meetings, including providing logistical meeting support e.g. room, venue and travel booking arrangements
- Leading on producing relevant paperwork for meetings, including meeting details, agendas, minutes and ensuring accurate record keeping and actions are communicated in a clear and concise way either directly or via the Project Managers

### **Record keeping**

- Being responsible for accurately entering and maintaining records in the organisation's CRM database in relation to all projects e.g. entering details for new project proposals, updating records throughout the project cycle, and maintaining new and existing contacts in compliance with GDPR as instructed by the Project Managers
- Support Project Managers in updating projects on the project management system Asana as necessary

## **Event support**

- Leading on logistics for any external events such as workshops or training events, including researching and booking venues and catering, arranging and booking travel for team members and producing relevant event materials
- Representing the organisation, as required, at any external events.

The post-holder may be asked to undertake any other reasonable duties related to the position as necessary. This may include evening or weekend work to support the delivery of events which will be recorded as time off in lieu.

## **Person specification**

### **Essential**

- Administrative experience in a busy working environment
- Excellent organisational and time management skills and the ability to prioritise a varied workload to meet deadlines
- Excellent written and verbal English and good attention to detail, with the ability to communicate clearly and confidently to a variety of audiences
- Competent user of IT packages e.g. Google Drive/Microsoft Office
- Strong interpersonal skills and ability to work with a variety of staff and external stakeholders
- Ability to multitask, show flexibility and a willingness to learn and adapt within a busy office environment
- A commitment to Climate Outreach's values

### **Desirable**

- Interest in building public engagement with climate change
- Experience of working with online file storage systems such as Google Drive and project management tools such as Asana
- Experience of working with CRM databases
- Experience of event coordination
- An interest in developing and maintaining good office support systems
- Experience of working with and across multiple teams

### **Our Values**

- Allowing wider sections of society to engage with climate change through their community values is a key element missing in addressing climate change.
- Climate change is not just an environmental issue but cuts across all areas of society: social, economic and political. We, therefore, prioritise both reaching diverse audiences and diversifying our team.

- We have an important perspective and contribution to make, but only ever have part of the picture and by working with others can collectively address the issue.
- As far as possible, we should exemplify and demonstrate ways of reducing emissions in the short term in ways that will have a meaningful systemic impact.
- Our personnel are our key resource and we will strive to ensure they are motivated by their role, have job security and seek to provide the optimal balance of support and challenge.
- We believe climate change exacerbates social injustice and this threatens stability and wellbeing for everyone. We work to address social injustice throughout our work and support democratic institutions.