

People & Planet Job Description

Job Title: Administration Assistant

People & Planet's goal: That a generation of active global citizens will be a force for change in achieving global social and environmental justice. We will achieve our goal by:

- supporting and inspiring students to develop the knowledge, skills, confidence and conviction that they can make a difference
- bringing about long-lasting change, in policies and practices, by campaigning and collective action

Job Purpose: Administration support enabling efficient running of our office and projects.

Responsible to: Director

Line Manager to: None

Background

People & Planet is the UK's largest student led network campaigning on global poverty, human rights & the environment. Our analysis recognises the way in which these issues are interconnected and emphasises the need for addressing their root causes. We work with students at universities, colleges and schools across the UK and currently have over 60 People & Planet groups in universities across the UK. These groups form a powerful national network and campaigning force for change and a key objective of People & Planet is to invest in the skills, knowledge and confidence of students and young people to play an active role in changing behaviours, thinking and policies at all levels of society. Our campaigns, which are selected by our student network, currently focus on climate change and corporate power. These campaigns are unlikely to change in the next few years.

Following a major reorganisation in 2010, People & Planet has adopted a simplified line management structure with all managers reporting to the Director. In addition to supporting specific campaigns, the new structure enables us to retain our emphasis on strengthening the university network which has been at the heart of People & Planet since the beginning whilst developing new work to generate unrestricted income.

This post will be responsible for day-to-day tasks that are essential to the smooth running of People & Planet. These will include tasks such as entering information in our database that will help us keep track of our projects, ordering stationary, administering staff rotas and helping to co-ordinate effective grant management through timely reminders to staff who manage funding contracts.

We can be flexible about how the hours are worked.

Main Responsibilities

▶ Grants administration

- Provide staff who manage funding contracts with timely reminders about up-coming reports and applications, as tracked by our grants monitoring software.

▶ Processing information

- In order to monitor and evaluate our projects we need information to be entered into various systems. This includes data entry of details of new supporters' details, evaluation and feedback forms, equal opportunities monitoring forms etc.
- Direct involvement with projects, e.g. assisting with festival steward recruitment project (we recruit volunteer stewards for music festivals as a fundraiser) by vetting applications, uploading chosen volunteers to festival websites etc.
- Setting up direct debits for new supporters and helping with the administration of their monthly payments.
- Recruitment administration: collating and confirming receipt of applications, timetabling interviews and assisting selection panels throughout the process.

▶ Ordering stationary and other office consumables

- Ensuring we're getting the best deal (environmental and cheap) on stationary, and maintaining suitable stock levels.

▶ Responding to general enquiries

- Respond directly to general email enquiries and pass on others to the suitable staff member.

▶ Administering staff rotas

- We all take a share of various duties in rotation, and this post will manage the rota so that everyone knows when it's their turn.

Person Specification

All criteria are essential unless shown prefixed “**Desirable**”.

Experience

- Experience of administrative work.

Skills

- Good personal organisation skills
- Ability to work efficiently and accurately.
- Proficiency in standard office software i.e. word processors, spreadsheets, web browsers, email.

Personal Attributes

- Sympathetic to the aims of People & Planet.
- Trustworthy and reliable.
- Ability to work in a team and form productive, supportive & professional relationships with all colleagues and volunteers.

Terms & Conditions

Accountable to: Director

Hours of work: By agreement, but totalling 1.5 days/week. We can be flexible about hours that suit you. e.g. you could work three morning/afternoons, or some other regular arrangement.

Although not expected, if working over a weekend (e.g. at one of our events) is agreed, time in lieu will be given.

Salary: **£15,392 pa pro-rata** (£4,617pa). This is our Assistants' salary level.

Holidays: 33 days pa pro-rata (10 days pa). Bank holidays are *not* extra but have been added in pro-rata, in order that all staff are treated equally. (25 days standard annual leave + 8 bank holidays = 33 days)

Probation period: 3 months.

Length of contract: Your employment with P&P will be regarded as continuous.

Location: Oxford