**WBG Administrative Assistant**

**Job Description and Person Specification**

**Hours:**  22.5 - 30 hours per week worked over a minimum of 3 days. We are happy to consider flexible working arrangements. Some out of hours working may be required for which TOIL will be given.

**Location:** Office is in Vauxhall. Flexible - mixture of office/remote working, exact pattern to be agreed with the right candidate

**Duration:** two-year contract.

**Salary:** £ 26,780.00 pro rata (£16,068 - £21,424 depending on hours) plus pension contributions. Cost of living increase due in April 2022  
**Line management**: Head of Finance and Organisational Development

**To apply please complete and return the application form to** [recruitment@wbg.org.uk](mailto:recruitment@wbg.org.uk) **by 9am on Monday 22nd November 2021. Please title your email *Administrative Assistant Application.***

If you’d like to have an informal conversation about the role please contact us at [admin@wbg.org.uk](mailto:admin@wbg.org.uk)

Interviews will be held on Thursday 2nd December 2021

**Purpose:**

The Women’s Budget Group (WBG) is an independent network of leading academic researchers, policy experts and campaigners.

For over 30 years we have been analysing economic policy for its gender and other equalities impacts and developing and promoting polices that will increase equality. We work to influence policy debates ourselves and to build the capacity of women’s organisations and other equality groups to influence debates on their own behalf.

We are seeking a dedicated person to join our team as our Administrative Assistant.

This is an exciting time to join WBG – our team is rapidly growing and we have launched three new projects this year including our Local Data Project, our Feminist Green New Deal project in collaboration with Wen and our Global Learning and Partnerships Programme, inspired by the launch of our Commission on a Gender Equal Economy in 2020.

This role would suit someone who is perhaps thinking about taking their first steps into a career in research and policy or is keen to develop their skills in administration and governance, and who thrives working in a fast-paced environment and working in a small, friendly team. This is a varied role and there is scope to develop the position to suit a wide range of interests. Full training will be provided.

Job Description

**Responsibilities**

*Administration and co-ordination*

* Responding to general inquiries
* Assisting the Head of Finance and Organisational Development with company and financial administration procedures
* Organising Management Committee meetings under guidance of Director and taking minutes of the meetings
* Filing reports online with Companies House
* Providing administrative support for WBG project funding proposals
* Maintaining online and paper filing systems
* Working with the Head of Finance and Organisational Development to organise the AGM
* Assisting with WBG online Annual Appeal and other fundraising initiatives
* Booking rooms and providing administrative support to the organising of WBG training courses, Budget viewings, external meetings and events as required
* Helping to co-ordinate internal working groups
* Purchasing of stationery and office supplies

*Communications support*

Supporting the Communications Officer with:

* Production of the WBG electronic newsletter
* Updating the website
* Updating Facebook, twitter and other social media channels
* Maintaining and updating distribution lists for media, political and policy stakeholders

*Policy analysis support*

* Assist with dissemination of Budget responses, briefing papers and reports
* Assist with organising events to review Budget and Financial Statement speeches,

*Event organisation*

* Providing administrative support for the organisation of online and in-person events including booking speakers, assisting with drafting speaker briefings, drafting and circulating invitations, managing bookings and uploading recordings of events to WBG website.

***Person specification***

**Administration and co-ordination**

Essential

Excellent organi*s*ational skills including ability to work on own initiative, prioritise tasks and manage deadlines

High level of computer literacy and familiarity with Microsoft Office packages

Experience of event organising

Desirable

Experience of using Mailchimp for mailing and Wordpress for updating websites

Experience of event management e.g. organising seminars, report launches and/or member networks

Experience of organising and supporting on-line events

Able to understand and present financial information

**Communications**

Essential

Ability to communicate effectively in writing and in person with a range of different audiences

Strong proofreading and editing skills

Desirable

Understanding of how to use social media to communicate on behalf of an organisation

Experience of using social media

**Personal qualities**

Essential

Proven ability to work flexibly as part of a small team

Good communicator

Commitment to and desire to promote women’s equality