

PA and Office Manager Job Description

Role Overview

August 2021



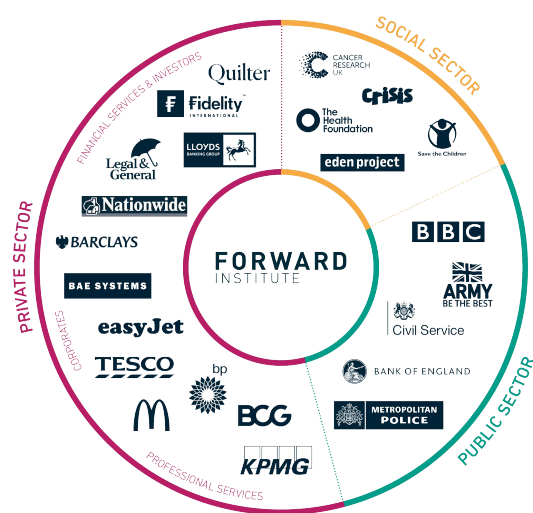
ABOUT US

Our purpose is to make responsible leadership the only leadership. Because we believe that a better world requires better leadership.

We are a non-profit Institute focused on embedding responsible leadership at the heart of influential organisations. We build communities of leaders committed to living the principles and practices of responsible leadership. We help them mobilise their organisations to tackle the most important challenges faced by society and our planet.

We partner with a growing group of leading organisations to help them become beacons of purpose and responsibility.

The pandemic, profound inequalities in society, climate change and the growing sense of a divided country all feed an increasing sense of urgency for us to accelerate our mission.



So we have moved into the next phase of our growth and are expanding our team to help significantly boost our impact.

Our team come from a range of different backgrounds: from a strategy consulting firm, an innovation agency, an overseas adventure company provider to a leading university and No 10 Downing Street. We're proud to work with most of the UK's leading experts on responsible leadership, and we benefit from the support of some of the UK's most senior leaders.

We were delighted to be certified as a [B-Corporation](#) in 2018, and strive hard to live our values and be a great place to work.



THE ROLE

We are looking for an organisational whizz to act as PA to four of our Directors and to take ownership of running our office.

There are 2 areas of focus:

Provide specific support to four of our Directors (60%)

- > Provide PA support to four of our Directors, manage their diaries and travel schedule, and periodically review how their time is spent to help them optimise use of their time
- > Track actions the Directors are responsible for and, where appropriate, follow up on actions on their behalf
- > Prepare and edit correspondence and documentation for meetings
- > Research external meeting attendees prior to meetings and provide detailed and accurate written or verbal briefs to the directors
- > Take and write up meeting notes for Directors, and update Salesforce where relevant
- > Manage expenses and other general support as needed
- > Deputise for Executive Assistant at Board and Leadership Team meetings where necessary

Support the wider team as our office manager (40%)

- > General office management, including management of the environmental impact of our office
- > Procurement of all office equipment and supplies
- > Liaise with our landlord on day-to-day matters
- > Ensure the smooth and efficient operation of our building to ensure compliance with all regulations for buildings, fire, health & safety, and maintaining relevant records
- > Ensure team data is up to date
- > Organise team social events
- > Act as key point of contact within the office for all visitors
- > Support the wider business with administrative duties as and when required

ABOUT YOU

We don't expect the person we hire to have ALL the following but hopefully this gives you a sense of what would enable you to thrive in this role and in our team:

APPLY IF...

- > **You're incredibly organised**; confident in your ability to coordinate multiple tasks, manage competing priorities and work to tight deadlines.
- > **You are passionate about what we are trying to do** and you see this as an opportunity to align your values and purpose with a successful social enterprise with big ambitions
- > **You're a good communicator**; comfortable working with senior leaders and everyone across our team, and have good written and verbal communication abilities
- > **You have strong attention to detail**, and are happy working both independently and in collaboration with others on the team
- > **You understand what it takes to really make things happen** in a growing organisation
- > **You understand the importance of discretion** as you will be exposed to confidential information working for Senior Directors

YOU'LL LOVE IT HERE IF YOU...

- > Are optimistic, bring warmth and good humour to work, have a strong collaborative work ethic and bring positive intent to every situation
- > Have a curious mind and are always open to the insights and perspectives of others
- > Are passionate about being efficient, resourceful, creative and a great problem solver
- > Love the idea of working somewhere people share your values and are fully focused on making a meaningful impact on the world
- > Would enjoy working in a fast-paced environment, are happy to work without a big support structure around you, and would like to grow with a small but ambitious organisation as it develops over time

BENEFITS

CORE DETAILS

- > Salary: £23k-30k, based on seniority and experience
- > Type: It is envisaged that this will be a full-time role.
- > Start date: To start as soon as possible
- > We are proud to be an equal opportunity employer. We are committed to creating a diverse and inclusive environment for all employees.

OTHER BENEFITS

- > The opportunity to shape the activity of a high profile initiative, and to work closely with a wide range of extraordinary thinkers
- > Working for an organisation where we take our values and purpose seriously, and work hard to practice what we 'preach'
- > An intense but fun working environment, where everyone is enthusiastic about their job (as well as things outside it)
- > Join a talented, diverse team with lots of opportunities to learn. We'll surround you with smart and driven people who have a vested interest in your development.
- > Private health insurance with Vitality (which also provides discounted gym membership)
- > Pension allowance (5% employer contribution)
- > A book allowance to build the Forward Institute library
- > Generous holiday allowance – and a sensible approach to flexible working

LOCATION

- > Our office is in Clerkenwell and we are hoping to return to it more regularly soon. We're currently working from home, and will support you with the equipment you need to enable a productive work environment. However, we expect to return to the office in a hybrid model from the autumn, subject to covid.



TO APPLY

- > Please apply by sending your CV and Covering letter to applications@forward.institute, answering the following two questions:
 - > What is it that you are passionate about and what makes you a great fit for the Forward Institute?
 - > Why you are interested in this specific role? And working with us?
- > The deadline for submissions is 9am on Monday 13th September 2021
- > First round interviews will take place the week of 20th September and second round interviews the week of 27th September. Please state if you envisage this being a problem.
- > You will need to hold any relevant Visas/Work Permits