



British Future
Kean House
6 Kean Street
London WC2B 4AS

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www.britishfuture.org

British Future is recruiting for a new Office Manager and Executive Assistant

Closing date for applications: **Sunday 1st August 2021**

Please email the relevant materials to Louise Hickmott at louise@britishfuture.org

Role title **Office Manager and Executive Assistant**

Role purpose

This is a key role in a small and ambitious think-tank which has established a significant track record and reputation for thought leadership on understanding attitudes, forging effective narratives and promoting constructive policy solutions on issues of immigration and integration, race and identity in Britain today.

Joining a small and dedicated team, you will be responsible for the effective management of the office which involves lead responsibility for office systems and procedures with responsibilities across finance, governance, HR, grants management and executive support to the Director.

You will manage the communication and information flow between the Director and stakeholders, responding directly to enquiries and managing the Director's diary. You will need to minute meetings and organise events, training courses and travel arrangements.

With significant experience as an Office Manager or EA/PA at the senior level, you will be a confident and discreet professional with demonstrable experience in office management and senior administration and confidence in dealing with finances and budgets. You will have experience facilitating all aspects of Board level meetings, liaising with various internal and external contacts and stakeholders and prioritising busy workloads. With exceptional communication and interpersonal skills you will have strong IT proficiency and a commitment to social inclusion and fairness.

Role description

Responsibilities: Office Management

- 1 Manage and establish the overall administrative systems and procedures to support the Director and the team ensuring the efficient and effective delivery of the work of the organisation and of the operational plan.
- 2 Manage HR, paid intern programme and work experience opportunities.
- 3 Manage organisational budget, audit and expenses, working with the Treasurer to ensure processes are in place and compliant with HMRC, Companies House and Charity Commission. Creating monthly management accounts & updating the cash flow for review by the board of trustees and ensuring the organisation is VAT compliant.

- 4 Manage organisation grant agreements, funding reports and payments.
- 5 Work with the Director and team to develop and maintain databases and mailing lists, etc.
- 6 Act as staff team liaison and provide overall coordination of organizational activities, including organising weekly team meetings and coordinating bilateral meetings.
- 7 Maintain and develop effective office systems and procedures including relevant guidance documents, compliance and governance requirements, hard and e-filing and processing financial information appropriately.
- 8 Ensure the smooth day-to-day function of the office and present a professional public face for guests and contacts.
- 9 Responsible for the procurement, maintenance and repair of equipment and furniture, and manage service and supplier contracts/relationships
- 10 Responsible for health & safety and fire procedures and risk assessments.
- 11 Responsible for liaising with the building managers and for security of the office and equipment including IT systems. Ensure the office is a clean and a safe environment for staff and visitors.
- 12 Responsible for all ICT systems including IT, telephones, and supplies. Responsible for managing the relationship between British Future and external IT service provider
- 13 Taking the lead on data protection and ensuring the organisation is fully GDPR compliant.

Executive Assistant to the Director

- 1 Facilitation of Trustee Board meetings and AGMs (and any other meetings or sub committees of the Board) including meeting preparation, minute-taking, follow up, logistical arrangements.
- 2 Manage the Director's diary taking into account key organisational and agreed priorities; undertake pro-active forward planning, in liaison with other members of the team where appropriate.
- 3 Organise all aspects of the Director's meetings, key note speaker events including presentations, (both in the UK and abroad) including travel, accommodation, facilities, audio visual aids, expenses etc. Occasionally undertake research, prepare briefs in relation to specified topics and present appropriately.

- 4 Manage the communication and information flow between the Director/team and both internal, external contacts and stakeholders. Responding directly to enquiries and correspondence where appropriate, drafting responses to emails, letters etc.
- 5 Support the Chair, Treasurer and Director with developing and reviewing governance procedures and practices and supporting Trustees in their roles.
- 6 Organise and facilitate meetings including finding venues, liaising with participants/guests, arranging food/refreshments etc.

This job description is not exhaustive and serves only to highlight the main requirements of the post-holder. Other reasonable requirements may be stipulated by the Director. The job description will be reviewed regularly and may be subject to change.

Person specification

The ideal candidate will:

Essential

- 1 Demonstrated significant experience in office management or as an EA or PA at senior level (preferable CEO, Director)
- 2 Strong aptitude working with numbers and budgets
- 3 Experience of using online banking
- 4 Experience facilitating all aspects of Board level meetings including preparing agendas, liaising with participants, minute-taking and following up actions. Familiar with supporting chairs, directors, trustees and committees.
- 5 Proven willingness and ability to work flexibly in response to changing organisational requirements.
- 6 A proven ability to prioritise, plan, organise work and meet deadlines, whilst in a busy environment.
- 7 Proven ability to multi task and to self-manage a number of priorities and tasks.
- 8 Ability to see things through from concept to delivery.
- 9 Excellent communication and interpersonal skills.
- 10 Sound understanding of and proven ability to be discreet and confidential where appropriate.
- 11 Experience of office management including developing office systems and procedures including responsibility for H&S and Fire Procedures and maintenance.
- 12 Strong MS Office skills including Word, Excel, PowerPoint + experience using Outlook and internet.
- 13 Strong commitment to the values of the organisation.
- 14 Understanding of and commitment to the promotion to equality and diversity.



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Desirable

- 1 Experience dealing with VAT
- 2 Experience processing and paying invoices in line with organisations budget
- 3 Experience managing personnel and human resources

Conditions

The organisation's salary band for this role is £32,000 to £35,000 pa. The remuneration package includes a contribution towards a personal pension plan of up to 10% of gross salary, based on double-matching employee contributions.

Our standard office hours are 9am-5pm, Monday to Friday, though a willingness to work flexibly and out-of-hours is part of the job. The role involves occasional weekend/evening commitments, for which time in lieu is given. Three months termination of contract is required on either side, except during the initial probationary period of six months.

British Future is an equal opportunities employer and we strongly encourage applicants from all backgrounds. We believe that diversity and inclusion among our team is critical to our success. We seek to recruit, develop and retain the most talented people from a diverse candidate pool and welcome applications from all qualified candidates. We do not discriminate on the basis of race, social class, colour, religion, ethnicity, gender, disability, sexual orientation or gender identity.

The organisation is based in central London, near Covent Garden. The team is currently working remotely from home during the Covid pandemic. As an organisation, we seek to be supportive of flexible working in principle and practice, and are happy to discuss this with candidates.

How to Apply

To apply for the role of Office Manager and Executive Assistant, please submit a CV along with a detailed one – two page cover letter addressing the person specification.

Interviews will be recorded & stored securely during the recruitment process, then destroyed once no longer necessary. For further details on what data we use and how it is kept, please see our Recruitment GDPR policy included in the pack.

The closing date for applications is **1st August 2021**

Please email the relevant materials to Louise Hickmott at louise@britishfuture.org

About British Future

British Future is an independent, non-partisan think-tank which has charitable status. Our vision is of a confident and inclusive Britain, welcoming and fair to all. We seek to contribute to this by engaging audiences who are anxious, rather than confident, about Britain today,



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engaging their hopes and fears about immigration and integration, race and identity, in order to strengthen the common ground.

Founded in 2012, British Future has established a significant reputation as a constructive thought leadership voice on immigration and identity issues, with expertise in public attitudes, effective public narratives and messages; and promoting constructive policy solutions which are principled, workable and capable of securing broad public consent.

The organisation has a small staff team of six people – and so extends its influence by forging strategic partnerships and relationships, including with public voices in politics, the economy, civic society, faith and culture and the media who have significant reach in shaping public narratives on identity issues.

Major projects have included “How to Talk About Immigration” (2014); the National Conversation on Immigration (2018); the independent inquiry on citizenship, led by Alberto Costa MP (2020), and the Talk Together public engagement exercise for the Together coalition - the largest-ever public engagement exercise on social connection, involving over 160,000 people – which will report shortly in Spring 2021. British Future is a founding member of the Together Coalition, forms the secretariat for the APPG on Social Integration, and partners the Royal British Legion on the Remember Together campaign, to make Remembrance more inclusive.

British Future has a policy of funding transparency, and declares all major sources of funding. The organisation was founded with the sustained support of several major trusts and foundations in the Migration Exchange network. Major funders have included the Barrow Cadbury Trust; Trust for London; Unbound Philanthropy; the Paul Hamlyn Foundation and the Sigrid Rausing Trust, among others.