

## **Job description: Office Manager and Executive Assistant**

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

**Closing date for applications:** 10am on Wednesday 27th October 2021

**Salary band:** £32,000 - £35,000 pa.

**Reporting to:** Director

### **Role purpose**

This is an exciting role, running an efficient office for a small but ambitious think-tank that has established a significant reputation in policy making over the last 10 years. The role is essential to the daily running of the organisation, its administrative and financial functions and its wider governance. It would suit someone who wants to develop their expertise in charity governance and finance.

British Future is an independent, non-partisan thinktank with charitable status. Our vision is of a confident and inclusive Britain, welcoming and fair to all. British Future has built a strong track record on understanding public attitudes, forging public narratives and promoting policy solutions on immigration and integration, race and identity. The organisation works cross-party with multiple stakeholders from politicians and NGOs to business leaders in order to strengthen the common ground on these challenging issues.

Joining this team of seven, you will be responsible for the day-to-day management of the office, HR, governance and processing of the charity's finances. You will also provide Executive Assistant support to the Director, Sunder Katwala, and organise our quarterly charity board meetings. Our London Living Wage intern will assist with the administrative tasks and you will have the opportunity to line-manage the post-holder.

### **What we are looking for**

This role is ideal for an individual with previous experience as an Office Manager or EA/PA to a senior manager. You will be a confident self-starter and strong team player, with experience in office and financial management preferred. You will have experience facilitating senior level meetings, liaising with various stakeholders and prioritising a busy workload. Strong communication skills are key, as well as confidence in the use of IT. A commitment to social inclusion and fairness, given the nature of the organisation's work on diversity, is also important.

### **Training and Support**

Training and development is crucial to the success of our organisation. The post holder will be encouraged to build their financial aptitude, with guidance and ongoing support from the charity's Treasurer and through external training. We are open to candidates with less experience in finances but who have good numeracy skills and who would welcome being trained up in this aspect of the role before taking on full responsibilities.

## **Flexible for you**

This role is normally based in our Covent Garden office in London, though currently the team is gradually moving from remote working to a more regular office presence. While we are advertising the post on a full-time, permanent basis, 35-hours a week, we are willing to consider requests for job-share and are open to more compressed/flexible working hours for the right candidate.

## **Key Responsibilities**

### **Office Management**

1. Manage and maintain administrative systems and procedures to ensure the team works efficiently. Maintain the relevant paperwork - guidance documents, compliance and governance requirements in hard copy and/or e-filing.
2. Ensure human resources practices and London Living Wage paid internship programme are delivered correctly. Provide line management of the London Living Wage intern.
3. Act as staff team liaison and coordinate organisation-wide activities and discussions such as team meetings and wellbeing activities. Support the team to balance home and 'in office' working effectively.
4. Facilitate important meetings to ensure smooth running of the organisation. This may include setting up video links or rooms to book, liaising with guests and arranging refreshments.

### **Financial Management**

1. Oversee monthly budgets, annual audit and general expenses, working with the Treasurer to ensure processes are compliant with HMRC, Companies House and Charity Commission.
2. Update monthly management account documents, update the cash flow and monitor VAT compliance for review by Trustees.
3. Support colleagues to manage charitable grant agreements, contracts, funding reports and payments.

### **Facilities**

1. Management of the British Future office space, overseeing booking meeting rooms and any visitor relationships, ensuring compliance with health and safety requirements, fire procedures and security arrangements. Be the public face to all guests visiting the office.

2. Responsible for the procurement, maintenance and repair of office supplies and furniture, and managing supplier contracts and relationships.

### **Technology**

1. Responsible for managing all ICT systems and equipment ensuring secure ways of working. Liaise with our external IT support provider and support the team to train in use of equipment.

2. Lead on the organisation's data protection practices to ensure full compliance with GDPR.

### **Governance**

1. Facilitate Trustee Board meetings and Annual General Meetings and sub-committees. This includes managing the meetings schedule, agendas, papers, minutes and follow-up actions.

2. Provide support to Trustee Board Members particularly the Chair, Vice Chairs, Treasurer and Director with their duties, including routine review of governance procedures and practices.

### **Executive Assistant to the Director**

1. Manage communications between the Director and important stakeholders. Respond directly to enquiries and correspondence where appropriate, drafting responses to emails, letters etc.

2. Manage the Director's schedule, taking into account key organisational priorities and in liaison with the team. This includes managing their meetings, travel, accommodation, facilities, audio visual aids, expenses etc.

This job description covers the main requirements of the post holder. Other reasonable requirements may be stipulated by the Director. The job description will be reviewed annually and may be subject to change.

## Person specification

The ideal candidate for this role will have:

### Essential

1. **Significant experience in office management or as an EA/PA** at senior level (preferable CEO or a Director).
2. **Strong written and oral communication skills**, with confidence to converse on behalf of an organisation or team.
3. **Experience working with company or charity finances** such as bookkeeping and monthly budgets, or a willingness to learn.
4. **Experience facilitating board-level meetings** including preparing agendas, liaising with participants, minute-taking and following up on actions.
5. **Good time management**, able to prioritise and plan their work to meet tight deadlines.
6. **Confident self-starter** with proven ability to self-manage tasks or projects.
7. **Be professional** with a sound understanding of the need to be discreet and confidential where appropriate such as when discussing HR or company finances.
8. **Strong IT skills**, comfortable navigating online banking and with programmes such as Gmail, Zoom Meetings and Microsoft Office Suite, in particular Excel.
9. **Strong commitment** to the promotion to equality and diversity, and the wider inclusive values of the organisation.
10. **Experience of developing office systems and procedures** such as to comply with GDPR, Health and Safety and Fire Procedures.

### Desirable

1. **Understanding of charity governance, familiarity with supporting trustee boards** and ethical guidelines of the Charity Commission.
2. **Additional financial skills** - an understanding of VAT within a charity context, experience processing and paying invoices in line with organisations' budgets.
3. Experience in **line management**.
4. **Understanding of human resources** best practices, including remote working, and/or recruitment.

## Conditions

### Salary

The organisation's salary band for this role is **£32,000 to £35,000 pa**, and the role is offered on a full time permanent basis. Any offer of employment will be made subject to references, confirmation of right to work in the UK and a probation period.

The remuneration package includes a contribution towards a personal pension plan of up to 10% of gross salary, based on double-matching employee contributions. 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, religion, ethnicity, sex, disability, sexual orientation, age or gender identity.

### Office hours and flexible working

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 evening commitments, for which time off in lieu is given.

Our office is in Covent Garden, central London, with excellent transport options. The team is currently working primarily from home, but aims to increase office working in the coming months. We suggest the new post holder initially may benefit from being in the office to get a grip on the role, but we are open after that to greater flexibility. As an organisation, we seek to be supportive of flexible working in principle and practice, and are happy to discuss options with candidates at interview.

### Opportunities and Benefits

- Annual Leave package of 30 days' paid leave per annum, not including bank holidays, for full time employees.
- The remuneration package includes a contribution towards a personal pension plan of up to 10% of gross salary, based on double-matching employee contributions.
- Flexible working hours, typically 9am -5pm. The team is gradually moving from working remotely to a more routine office presence. Work out of office hours, given back via time in lieu where relevant.
- Based in our Central London office in Covent Garden, which has great transport links.

- This role includes a commitment to external training opportunities subject to the skills the post holder would like to develop to better serve the role, including in finance, accounting, and charity governance.
- We are open to considering applications for job share for the right candidates.
- The post holder will have the opportunity to attend events in Parliament and network in Westminster if of interest.
- Working for an organisation strongly committed to Equality and Diversity in recruitment and governance, as demonstrated by the breadth of backgrounds and skills represented on our Trustee [board](#).
- Annual review process and bi-annual career development discussions with the Director.

### About British Future

British Future is an independent, non-partisan thinktank with 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, 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 communication and promoting constructive policy solutions that are principled, workable and capable of securing broad public consent.

### How to Apply

To apply for the role of **Office Manager and Executive Assistant**, please email your CV together with a 1-2 page cover letter detailing your experience and addressing how you meet the requirements of the person specification and why you would like to work for British Future, to [info@britishfuture.org](mailto:info@britishfuture.org).

Please email the relevant materials with the subject header '**Application: Office Manager and EA**', and indicate if your preference is for a full-time or a flexible arrangement.

Candidates will be invited to in-person interviews in Covent Garden, London ideally on **2nd November**. Please indicate if you are not available for that day in your email and suggest another date.

Any online interviews will be recorded and stored securely during the recruitment process, then destroyed once no longer required. For further details on what data we use and how it is kept, please see our Recruitment GDPR policy included on our website.

The closing date for applications is **10am on Wednesday 27th October 2021**.

If you have further questions regarding the role please contact the info email account. We will be happy to respond to your query.