

# nfpSynergy - Job description

**Job title:** Administrator

**Place of work:** nfpSynergy office in Spitalfields

**Type:** Six month contract (with a view to renewing for a further six months at least)

**Hours:** 9.00am – 5.00pm

**Salary:** £18,000

**Starting:** Immediately

## **Principal contacts:**

Directors: Joe Saxton, Brian Garvey and Chris Greenwood.

Researchers: Gemma Tracey, Lindsay Sutherland, Rebecca Molyneux.

## **Main tasks and responsibilities:**

The purpose of the job is to provide support to the nfpSynergy team plus general office administration.

## **General Administrative Tasks**

- To be the primary phone answerer for the main number and to take appropriate messages when staff members are out.
- To handle general email enquiries.
- To handle incoming and outgoing mail.
- To be responsible for ordering stationery, office materials, etc.
- To liaise with suppliers e.g. for stationery, printing, IT equipment.
- To monitor magazine subscriptions and make sure subs are up to date.
- Ensure all reading material is efficiently distributed.
- Log all IT problems and coordinate IT support with our external IT support.
- Deal with minor IT problems – printer cartridges, faults etc.

## **Accounts**

- Deal with supplier invoices, credit chasing and petty cash.
- File accounts documents/invoices, deal with queries about invoices, liaise with company accountants.

## **Event Management**

- Organise client debriefs – booking rooms, catering, chasing attendees.
- Organise nfpSynergy seminars – internet/volunteering etc.

## **Project filing and libraries**

- To maintain the filing system so that we keep all useful records from our monitors, projects and our work.

### **Office tidiness**

- To ensure the office is tidy and we use our space to maximum effect.
- Liaising with office maintenance contacts eg cleaning, odd jobs.

### **Database Tasks**

- To maintain the database of contacts, adding & amending records.

### **Who we are looking for**

This post would be ideally suited to a recent graduate who wants to gain knowledge and experience of the not-for-profit sector.

The post holder could have skills and experience in a variety of different areas. Some of the things we like to see in our staff:

#### **Hard skills / previous experience:**

- An interest in, and preferably experience of, charities and not for profits.
- Experience of the public, private or voluntary sector.
- Knowledge of Microsoft Office and preferably PowerPoint.
- Educated to degree level.
- Previous administrative/support experience would be an advantage.

#### **Softer skills:**

- Strong oral and written communication skills.
- Good time management and organisational skills.
- Self-motivated, hard working and proactive to keep ploughing through workload.
- Enthusiastic, personable and with a sense of humour.
- Ability to work collaboratively and flexibly as part of a team.

#### **What nfpSynergy delivers to you:**

- A varied and interesting role in Britain's only not for profit think-tank, providing the chance to gain considerable insight into the sector.
- The chance to be an integral part of a small but thriving, dynamic young company.
- The opportunity to grow and develop within the company.
- At least £1000 of training each year.
- All employment conditions above the statutory minimum including 5 weeks holiday.
- A private passions pot for each employee of £500 – to help you do something you care passionately about after passing your probationary period.