

JOB TITLE: Administration and Communications Executive**Responsible to:** Director**Responsible for:** N/A

Summary: The Administration and Communications Executive provides intelligent and efficient administrative and communications support to Clore Leadership, working closely with the Executive Director, Communications Manager and team, in our small, busy and collaborative office.

You will have key responsibility for the smooth running of our general organisational systems and processes; provide executive support to the Executive Director; communications assistance to the Communications Manager; and additional support to aid the effective working of the team as a whole. You will have proficient organisational and project administration skills, a strong aptitude for communications and marketing; and communicate well in person, in writing and on the telephone.

Key Responsibilities

This includes (but is not limited to):

Organisational Systems and Office Management

- Being the first point of contact for Clore Leadership, both in person and online
- Organising and maintaining administrative, communication and filing systems to ensure the office and organisation runs efficiently and effectively including:
 - Handling and sorting incoming and outgoing mail
 - Responsibility for the CloreInfo account
 - Organising and ordering office supplies
 - Booking rooms, facilities and equipment for meetings and other events
- Liaising with service providers, including IT support and photocopier suppliers, to administer contracts, and ensure effective and efficient service delivery and standards are maintained
- Ensuring all equipment is properly maintained, and that our Asset Register is kept up to date
- Supporting the Executive Director to ensure compliance with GDPR legislation and the Data Management Policy
- Supporting the Data Management process including managing the archiving of files and other materials in line with the Data Retention Schedule
- Maintaining an accurate record of company insurance policies and records
 - supporting the effective liaison with company brokers
 - ensuring the effective provision of information, advice and the timely renewal of premiums
 - preparation of any insurance claims
- Supporting the monitoring and reporting of environmental sustainability objectives and outcomes
- Keeping an up-to-date record of Clore Leadership statutory, employment and other policies
- Coordinating the recruitment process for new appointments
- Supporting the Executive Director in maintaining the Clore Leadership staff Handbook as an up-to-date record of current practice

- Providing administrative support to aid the provision of remote working
- Liaising with Somerset House Trust on the maintenance of our office premises, including cleaning and repairs
- Holding, distributing and monitoring the Petty Cash Account.

Executive Support to the Executive Director

- Coordinating the Executive Director's diary, organising external and internal meetings, UK and international travel
- Coordinating diaries and arrangements for Clore Leadership Board and sub-committee meetings
 - collating and distributing papers
 - supporting the drafting of minutes of the meetings
- Undertaking research, drafting, collating and distributing papers, documents, presentations and correspondence for internal and external stakeholders
- Coordinating and notetaking team and project meetings.

Communications

- Marketing and communications support to the Communications Manager, assisting on writing, editing, and distributing content, including newsletters, social media, website content, reports and other material that communicates Clore Leadership's activities and resources
- Supporting the maintenance of an accurate and up-to-date CRM system
- Maintaining records of media coverage and collating analytics and metrics
- Providing research, administrative and logistical support for the day to day management of the Clore Leadership workload
- Ad hoc support for the delivery of Clore Leadership events
- Working in a flexible, cooperative way, and being prepared to take on any other administrative duties which may be reasonably required.

Person Specification

Essential

- Excellent administrative and project management skills
- High standard of accuracy and attention to detail
- Good communication skills and the ability to communicate well with a variety of stakeholders
- Understanding /experience of marketing, including on social media
- Proven ability to manage multiple priorities and stakeholders, and to meet deadlines
- Positive and empowering approach to equality, diversity and inclusion
- Supportive approach to working with others, as part of a busy and collaborative team
- PC literate to a high degree with proficiency in MS Office
- Ability to relate to a wide range of people
- Interest in arts & culture in the UK

Desirable

- Experience of working with CMS and CRM systems such as WordPress and CiviCRM
- Knowledge and experience of working in the cultural sector in the UK
- Knowledge/interest in issues of environmental sustainability
- Experience with Asana or similar project management systems
- Ability to work on one's own initiative.

Outline Terms & Conditions

- Salary:** £25,000 - £28,000 p.a., paid monthly
- Hours of work:** The Administrator will work 5 days a week, within office hours (which are normally 9.30 am to 5.30 pm, Monday to Friday, (with one hour for lunch) but may be varied by mutual agreement).
- Place of Work:** The Clore Leadership Office, currently Somerset House, London WC2R 1LA. Flexible, job share and home working requests can be considered.
- Holidays & benefits:** 25 working days pro rata, per annum, as well as statutory holidays. A contribution equivalent to 9% of salary will be made to a pension scheme.
- Probationary Period:** Four months.

Clore Leadership is an equal opportunities employer and encourages applications from all sections of the community. We will consider applications for job-shares as well as full-time employment.

How to apply

If you are interested in applying, please send a covering letter (not more than 2 pages) explaining why you believe you would be a suitable candidate for this post, and why you want this job, together with a CV (no more than 4 pages) with names and contact details of two people who would be able to provide a reference on your suitability for the post, if required after interview. We ask all candidates to fill out the online Equal Opportunities monitoring form on our website. We will interview disabled candidates who meet the essential criteria for this role.

Your application should be addressed to Hilary Carty, Director and sent to info@cloreleadership.org. Please write Administration and Communications Executive in the subject box.

Deadline for receipt of applications: **12:00 Noon on Monday 12th September 2022**

Interviews will be held at Somerset House or online on **Tuesday 20th September 2022**

There will be a Q&A session online in advance of the deadline, please contact info@cloreleadership.org to register your interest.