



FLEX Administrator

Job description

Job title:	Administrator
Location:	FLEX office, Vauxhall, London – Currently hybrid working with a mixture of in person and online working
Salary:	£33,500 per annum (pro rata), subject to deductions for tax and national insurance contributions as required by law
Hours:	Part time (4 days, equivalent to 30 hours per week)
Contract:	Permanent
Reporting to:	Director of Operations
Benefits:	25 days holiday per year plus bank holidays and incremental leave (pro rata), extra days over the holiday period, enhanced maternity, adoption and paternity pay; occupational sick pay; incremental pension contributions; Employee Assistance Programme; and a wide range of opportunities for skills development.

About the role:

In this role you will support FLEX's staff team and Board of Trustees to guarantee the smooth running of our operations.

You will ensure the effective administration and maintenance of relevant office resources and systems. This role involves supporting tasks related to governance and compliance, HR, finance and grant administration. You will work closely with FLEX's Management Team but will have a central role, working across teams, and you will be responsible for staff communications regarding internal operations.

About FLEX:

Focus on Labour Exploitation (FLEX) is a research and policy organisation working to end labour exploitation by challenging and transforming the systems and structures that make workers vulnerable to abuse. We are striving for a world free from all forms of labour exploitation, including forced labour and human trafficking. FLEX seeks to achieve this vision through the prevention of labour abuses, protection of the rights of those affected or at risk of exploitation and by promoting best practice responses to labour exploitation through research and evidence-based advocacy.

Key responsibilities:

General Administration

- Provide administrative support to the FLEX team/Board including organising meetings, taking minutes, booking travel and accommodation
- Financial administrative support including processing invoices and expenses claims
- Ensure post is collected, filed and forwarded
- Coordinate the schedule for donor progress reports with staff, ensuring that internal and external deadlines are met
- Create and maintain effective filing systems in line with data protection legislation
- Manage and respond to general enquiries, received by phone, email or post.
- Provide logistical support and coordination for FLEX events
- Liaise with external stakeholders to support FLEX's work within the sector
- Support the drafting of FLEX organisational and governance documents
- Support the implementation of FLEX's Equality and Diversity Strategy
- Identify any opportunities to improve and streamline existing processes.

Office Management/Health and Safety

- Ensure office provisions and office stationery are well stocked
- Act as tenant representative for FLEX at The Foundry (shared office building), liaising with Ethical Property Company building management, attending tenant meetings and sharing relevant information with the FLEX team
- Report any health and safety issues to the Ethical Property Company
- Organise annual PAT testing and fire risk assessments
- Liaise with The Foundry Facilities Manager regarding fire safety and other aspects relating to FLEX's office lease
- Maintain equipment log
- Ensure FLEX has functional, up-to-date IT equipment, including ensuring printer, phone and Wi-Fi are working as expected
- Liaison with IT provider, website support provider, and any other relevant services to enable smooth operations
- Act as Fire Warden

HR Administration

- Support recruitment processes including equality monitoring, recruitment timelines, candidate communications, interview set up (online and in person)
- Keep starters and leavers checklists up to date
- Maintain up to date staff records on Breathe HR database, including training and development
- Ensure provision of equipment associated with homeworking and office-based work e.g. cameras, laptops, DSE requirements
- Support the implementation of FLEX's Equality and Diversity Strategy
- Organise and collate staff surveys.

Other

- Undertake any other duties within the context of the role as may be determined by your line manager.
- Attend team meetings

- Attend training relevant to the role
- Adhere to FLEX's organisational policies.

Person specification

	Assessment stage		
	Application Form	Interview	Exercise (same day as interview)
Essential experience and knowledge:			
1. At least 2-years' professional experience working in administrative roles.	✓	✓	✓
2. Experience managing databases and filing systems.	✓	✓	✓
3. Understanding of, and experience maintaining confidentiality.	✓	✓	✓
4. Experience managing small budgets.	✓		
5. Understanding of charity operations and compliance requirements.	✓	✓	
Skills and abilities:			
6. Strong organisational and administration skills, with the ability to work to multiple deadlines.	✓	✓	
7. Understanding and a commitment to Equal Opportunities and inclusive practices.		✓	
8. Excellent written and verbal communication skills in English.	✓	✓	✓
9. Excellent interpersonal skills, with the ability to build trust with internal and external colleagues.		✓	✓
10. Strong attention to detail.	✓		
11. Initiative and ability to work independently and demonstrate problem-solving skills.		✓	
12. Excellent IT skills with sound knowledge of Microsoft Office.	✓		
13. Belief in FLEX's core mission and values and interest in helping end labour exploitation.		✓	
Desirable:			
14. Experience working for a small charity.	✓		
15. Interest in developing knowledge about HR.	✓		
16. Experience of using design software	✓		