

## Job Description

All We Can is an international development and emergency relief organisation that supports local people in some of the world's poorest communities to find effective solutions to poverty and injustice. Focussing on those in greatest need, it is inspired by Christian principles with its roots in the British Methodist Church.

### Job Description

<b>Post:</b>	Team Administrator, Programmes and Partnerships Team
<b>Location:</b>	25 Marylebone Road, London NW1 5JR
<b>Purpose:</b>	To provide administrative support to the Programmes and Partnerships Team (PPT)
<b>Responsible to:</b>	Programmes Director - with day to day supervision from Assistant Programmes Manager

### Relationships:

#### Internal

1. Programmes and Partnerships Team
2. Other All We Can staff,
3. All We Can Trustees

#### External

1. External requests to All We Can programmes and partnerships
2. Colleagues in the Methodist Church Connexional Team relating to the work of All We Can including World Church Relationships
3. All We Can international and local partners

### Main Tasks

#### 1. Team Administration

- a) Organise PPT meetings, soliciting agenda items from the team and in consultation with the Director
- b) Take minutes during these meetings and promptly file them in the appropriate shared folder
- c) Attend and minute PPT Strategy and Planning Meetings and Partnership Meetings
- d) Maintain partner lists and update partner information on the Partnership Information Management System as required
- e) Share information and knowledge between All We Can partners, where needed on behalf of PMs
- f) Liaise with travel companies, including insurance, flights and visa companies, to process invoices
- g) Assist with and coordinate travel arrangements for the PPT
- h) Provide general support to the Partnership Managers including research and editing of programme documents, arranging and preparing for internal and external meetings

and a range of other administrative tasks; translation of documents, review of applications and reports

- i) Assist Partnership Managers with preparing for partner audits, as well as advertising and researching partner country potential audit firms
- j) Manage the “declines system” to respond to unsolicited enquiries from organisations seeking funding

Corporate Responsibilities

- a) Ensure familiarity with and adhere to All We Can’s policies and procedures and keep informed of all cross departmental activities
- b) A commitment to All We Can’s vision, mission and values, and accepting of its identity as an international development and relief organisation actively engaged with the Methodist Church
- c) A commitment to All We Can’s strategy to engage with faith based groups and churches in particular, as part of its collaborative approach to sustainable development

## Terms and Conditions

<b>Terms of Appointment:</b>	Permanent position, Two and a half days a week including Tuesdays
<b>Hours of Work:</b>	The normal hours of work will be 7 hours a day (17.5 hours per week) with core office hours being 10:00am – 4:00pm and an hour for lunch.
<b>Salary:</b>	£20,000 pro rata
<b>Holiday Entitlement:</b>	25 days pro rata plus Bank Holidays and an extra three days at Christmas and New Year
<b>Other Benefits:</b>	Life Assurance, Childcare vouchers, Cycle to Work Scheme and Employee Assistance Programme
<b>Sick Pay:</b>	Entitlement in accordance with All We Can's terms and conditions of employment
<b>Pension:</b>	All We Can operates a defined contribution pension scheme, with a minimum contribution of 6% employer and 3% employee that all employees are eligible to join. Full details will be provided at the commencement of employment.
<b>Probationary Period:</b>	Appointments are made subject to the satisfactory completion of a probationary period, normally three months.
<b>DBS (Disclosure and Barring Service):</b>	The appointment is subject to a Disclosure and Barring check, please see application form for full details.
<b>Season Ticket:</b>	Season ticket loans are available after the satisfactory completion of the probationary period
<b>Health and Safety:</b>	The post holder will be subject to All We Can's Health and Safety policy
<b>Equal Opportunities:</b>	The post holder will be subject to All We Can's Equal Opportunities policy
<b>Physical Conditions:</b>	Office accommodation is in an open plan office

## Person Specification: Team Administrator

Attributes	Essential	Desirable	Method of Assessment
Education and training	University degree or equivalent administration qualification	Qualification in Development Studies or related subject	Q
Proven abilities	Strong administrative and organisational skills		A/I
	Proven track record of working in a research or support role	Proven track record of working or volunteering in a UK charity or in a developing country	A/I
	Researching information, in particular from the internet	Presenting information appropriately to a variety of audiences (written/verbal)	A
	Ability to read and summarise important information		A
Special knowledge and skills	Strong written and verbal communication skills including an appropriate telephone manner		A
	Good interpersonal skills	Willingness to take on new challenges and responsibilities	A/I
	Proficient in computer skills, including use of Word, Outlook, PowerPoint and Excel	Proficiency in editing digital images	A
	Excellent organisational skills with the ability to prioritise own workload		A/I
	A systematic approach to work and strong attention to detail		A
	Able to work under pressure, to plan and prioritise a range of varied tasks effectively		A/I
Special qualities	Commitment to All We Can's vision, mission and values, and accepting of its identity as an international development and relief organisation actively engaged with the Methodist Church	Good understanding of grassroots community development	I
	A commitment to All We Can's strategy to engage with faith based groups and churches in particular, as part of its collaborative approach to sustainable development.		I
	Able to work on own initiative, while working as part of a small team		A
	Reliable and flexible		A
	Sensitive to the complexities of cross-cultural communication		A/I

**Method of Assessment:** A – Application Form, I – Interview, W – Written Exercise, P – Presentation, Q – Proof of Qualification (certificates or transcripts).

11<sup>th</sup> September, 2017