

## **Women's Equality Party Job Advert**

**Role: Administrative Officer**

**Salary Range:** £20,000 - £22,000 p.a. pro rata

**Location:** Women's Equality Party Central Office, London

**Duration:** This is a part-time, continuous post with a six-month probation period and the possibility of becoming available on a full-time basis in the future.

The Women's Equality Party is recruiting an Administrative Officer to provide professional and effective support to all teams within the Central Office of the Party.

The role is varied and has regular contact with many external and internal stakeholders. The successful candidate will provide outstanding customer service and be able to prioritise their workload effectively. Strong IT skills are essential for this role. This is an excellent opportunity for a well-organised and focused individual to join a highly successful, and rapidly expanding team.

The post is currently advertised on a part-time basis for between 15 and 20 hours a week but maybe available on a full-time basis at some point in the future. The Party is open to discussion as to how the the part-time hours are arranged. The post would be suitable for someone with caring responsibilities.

**To apply for this role, please submit to us:**

- **an up-to-date CV,**
- **a statement of interest addressing the requirements of the person specification,**
- **an equal opportunities monitoring form (optional)**

**Please email applications to [apply@womensequality.org.uk](mailto:apply@womensequality.org.uk) by no later than midnight on 4th December 2018.**

The Women's Equality Party values equality and diversity, and welcomes applications from candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. In relation to this post we particularly welcome applications from BAME candidates as these communities are under-represented within WEP at this level.



## **Women's Equality Party**

### **Job Description**

**Job title: Administrative Officer**

**Responsible to:** Finance and Compliance Manager

**Location:** Women's Equality Party Central Office, London (please note that we will be moving offices in 2019 but will remain within zone 2)

**Key purpose:** To provide professional and effective administrative support to all teams within the Central Office of the Women's Equality Party. The role is varied and has regular contact with many external and internal stakeholders.

The successful candidate will provide outstanding customer service and be able to prioritise their workload effectively. Strong IT skills are essential for this role. This is an excellent opportunity for a well-organised and focused individual to join a highly successful, and rapidly expanding team.

The administrative officer will be part of the Operations Team and line management will be provided by the Finance and Compliance Manager.

### **Key Responsibilities**

#### **1. Finance**

- maintain and assist with a variety of financial procedures, including purchase order systems and payment authorisation
- bank and record cash/cheques as received
- keep organised records of supplier invoices and receipts
- draft and send out client invoices and follow up as appropriate
- receive and process expense claims from staff and officers

#### **2. Compliance**

- collect the donor information required for performing permissibility checks
- collect and collate various reports required from branches, suppliers and stakeholders
- maintain and update officer and volunteer records and ensure we have the correct agreements and paperwork filed (in paper or electronically as appropriate)
- support with collecting and recording election and campaign expenses

#### **3. Database and Membership**

- keep members' and supporters' profiles up to date
- respond to members' queries and requests, with support from regular volunteers

- process membership cancellations as appropriate
- upload membership transactions into the membership database and update memberships as appropriate
- oversee fulfilment of membership packs with support from regular volunteers

#### **4. Office Management**

- manage office inventory and place orders for supplies
- greet visitors and answer telephone enquiries
- maintain filing systems for important and confidential documents, in both paper and electronically where appropriate
- coordinate meetings and book meeting rooms as required
- receive and distribute correspondence and packages
- arrange travel and accommodation for staff and officers as required
- other admin tasks as required

#### **Person Specification**

- Experience of providing administrative support in a similar sized organisation
- Experience of using and maintaining CRM databases
- Excellent grasp of numbers and ability to communicate effectively
- Strong IT skills with proficiency in Microsoft Office packages (Word, Excel, Powerpoint) and the equivalent Google apps.
- Commitment to equal opportunities and sympathetic to the aims and values of the Women's Equality Party
- Self-motivating and able to prioritise workload to meet tight deadlines
- Organised, methodical, thorough, with a keen eye for details
- understanding of compliance and appreciation of the importance of meeting regulations such as data protection and industry specific requirements
- Willingness to work in a fast-changing environment
- Ability to work with a wide range of people in a calm and effective manner
- Willingness to undertake training and to develop new skills in response to the team's changing needs

#### **Timeframe**

The deadline for submission of your application is midnight on 4th December 2018. Interviews will be held the week commencing 10th December.

#### **TERMS**

**Gross Salary:** £20,000 - £22,000 p.a. for 37.5 hours per week, pro rata, dependent on experience, paid in arrears on 25th of each month or on the first working day thereafter.

**Starting Date:** January 2019.



**Type of employment**

The position offered is a part-time continuous post for between 15 and 20 hours a week, at times to be agreed with the Chief Operating Officer.

The post is based in our London offices; flexible home-working time can be arranged in agreement with the Chief of Staff and may be necessary on some occasions.

The nature of this post means that there will be a need at times for the post holder to be available at particular locations including but not limited to the offices of the party.

All candidates must be eligible to work in the UK.

Please note that unfortunately our current offices are not wheelchair accessible.