



Administrator role (part-time), New Policy Institute, September 2017

Location: Bethnal Green, London

Hours: 1½ days (11¼ hours) per week.

Salary: £7,500 p.a. (£25,000 full-time equivalent)

The New Policy Institute, an independent think tank and research consultancy (www.npi.org.uk), is seeking to recruit a part-time Administrator to work in our London office. The role involves a variety of admin responsibilities as well as opportunities to support research in this small and close-knit team.

In the first instance, the appointment will be for a fixed term of one year.

The application should take the form of a short CV and a covering letter sent by email to: info@npi.org.uk. The letter must explain both why working for NPI interests you and why you think you would be right for this role at NPI. You should include the names of two referees but we will not approach them without asking you first.

NPI is an equal opportunity employer, and all jobs are open to anyone, regardless of race, sex disability, sexuality, age or religious belief.

The deadline for application is noon on Thursday 19 October 2017.

Person specification

The successful applicant will have:

- 2 years proven experience in an office environment
- Strong written and verbal communication skills with a friendly telephone manner
- Excellent organisational skills
- Self-motivated & proactive approach to work; able to organise own workload and carry out tasks with minimal support
- Good time management skills, punctual and reliable
- Strong team player and a collaborative worker
- Good level of IT literacy to provide IT support under the guidance
- Interest in and commitment to the work of NPI

Duties- Role specific

Research support

- Supporting the logistics of project management including booking travel; recruiting project participants; assisting with time monitoring to assure projects run on budget; filling out project set up forms.



- Supporting project bids and funding applications
- Proofreading
- Data gathering; collating FOI responses; systematic searching of websites (all under supervision)

IT-related

- Basic IT administration and support (under supervision) including: liaising with IT providers to solve office IT issues; keeping anti-virus software and other software licences updated; liaison with web and internet providers; purchasing software and hardware when necessary.
- Maintaining NPI's digital filing system and archive.
- Monitoring NPI's generic email account and directing queries to relevant members of staff.
- Update website (under direction).

General administration

- Organising NPI's filing, both physical and electronic.
- Supporting the running of events, meetings, and projects including: room bookings; sending out invitations; organising transport; organising refreshments; attendance and consent forms.
- Assisting in time monitoring of staff to ensure project is kept within time budgets
- Administer HR-related documentation and records, such as contracts of employment, annual leave data, and sickness absence reporting.
- Supporting elements of staff recruitment and induction.

Office Environment

- Operating and maintaining day-to-day office administrative systems, including collecting and distributing post and answering the phone.
- Ordering stationery, stock and equipment.
- Ensuring the office environment and equipment remain in good working order, including liaising with contractors and suppliers when not able to solve the problem yourself.

Other duties

- Administrative tasks relating to health and safety, data protection and other policies and procedures under the direction of the Director.
- Any other duties that may from time to time be reasonably required.