



Team Admin Officer

Salary: £23-27k pro rata, depending on experience, subject to enhanced DBS check

Contract: 2-3 days per week, but open to structuring this to fit around the needs of the right candidate (e.g. term-time working, or around school hours etc)

Location: Minimum one day per week based in our London office, but happy to consider requests to work flexibly

Closing date: Monday 10th February

About us

Voice 21 works to ensure that children, regardless of their background, are enabled to find their voice for success in school and in life through empowering teachers and schools to provide oracy education. Over the last three years, Voice 21 has grown from operating in a single school in London to a national organisation, providing high quality professional development programmes to over 1500 teachers and partnering with 500 schools from Plymouth to Dundee.

Voice 21's vision is for every child, regardless of their background, to find their voice for success in school and in life. We work to achieve this through our mission to empower schools and teachers to provide every child with an education in oracy. As a team, we are guided by our values of Trust, Integrity, Drive and Expertise in all we do.

The challenge

This role sits at the heart of our growing organisation. You will be responsible for keeping us on track on a day to day basis, and will hold the strings that keep Voice 21 working well - through organising the SLT, preparing information for the Board, managing our office, and providing other support to the team as required. With your excellent organisational skills, you will be good at preparing for every eventuality, but you will also be flexible and adaptable when faced with change.

Your main responsibilities will include:

- Organise Board Meetings, preparing board packs in advance and taking and disseminating minutes and actions afterwards
- Provide other administrative support to assist in the governance of the charity
- Respond flexibly and proactively to requests for information or assistance from internal and external stakeholders;
- Provide administrative support to the recruitment of new members of staff;
- Assist the Director and members of the Senior Leadership Team (SLT) in diary management;
- Assist the SLT in the organisation and management of SLT meetings, including room booking, agenda collation and note taking as required.
- Support the Director in the administration of the All Party Parliamentary Group on Oracy and the Oracy Network (a coalition of oracy organisations);
- Undertake general office management duties such as ordering office supplies and overseeing the online filing system;
- Plan and manage frequent travel itineraries including booking travel and accommodation;
- Provide administrative assistance and support to the collation and production of Voice 21's annual report, and other one-off Voice 21 publications;



- Organise meetings & small events and assist in the organisation of conferences and major events, including sourcing and booking rooms, ordering catering, managing invites and guest lists;
- Provide general administrative support to the Voice 21 team.

Your experience:

- Previous administrative experience essential
- Previous experience within a charity setting desirable.

You will love this job if:

- You are looking for a role which will fit flexibly around other commitments in your life
- You enjoy being organised and organising other people;
- You are credible and able to work with people at senior levels;
- You are a clear thinker and communicator with high attention to detail;
- You like working with energetic, fun and dedicated people in a purposeful environment;
- You thrive in small teams and when multitasking and juggling competing priorities;
- You are reliable and at your best when helping others and making things happen;
- You are a committed and generous team worker, to whom going above and beyond expectations for their colleagues is second nature;
- You are passionate about education and improving outcomes for children and young people.

Terms and conditions:

Salary: £23,000 - £27,000 pro rata dependent on experience.

Start date: Ideally early March 2020, although we are prepared to be flexible for the right candidate

How to apply: Please submit a CV and a covering letter outlining your suitability for the role by email to careers@voice21.org.

Please note that we will disregard your application if we do not receive a CV and role-specific cover letter.

Appointment will be dependent on receipt of satisfactory references and completing a DBS check.

Deadline for applications: Monday, 10th February

If you have any questions about this role or would like to discuss your application, please email Beccy Earnshaw, Director, beccy@voice21.org.