

Information pack

Office manager and personal assistant to the director

January 2019

1. Introduction

Green Alliance is a charity, independent think tank and advocate, committed to achieving a greener future. We believe that ambitious political leadership is the route to change at the speed and scale necessary.

We play a central role in shaping the natural environment, energy and resources agendas in the UK and are known for our cross party influence and the clarity of our insights.

The high quality of our work, our experienced team and our collaborative approach have enabled us to develop excellent relationships at the highest levels, with political parties, businesses, NGOs and academia.

2. About Green Alliance: our vision and strategy

Our vision is for a green and prosperous UK. A country with a healthy environment, beautiful landscapes and flourishing nature, where the zero waste economy is built around thriving green businesses, and where everyone benefits from affordable high quality food, energy efficient homes and sustainable transport.

Green Alliance's unique role on environmental policy and politics is more important now than it has ever been. We are helping the environment sector respond to Brexit, providing space for new thinking and offering policy solutions to major challenges such as decarbonisation and plastic pollution.

Our current work is guided by our 2018-21 strategy, which states that we will:

- Build political support for a vision of a green and prosperous UK, based on the highest environmental and social standards. One in which clean growth and environmental leadership contribute to the UK's competitive advantage.
- Secure new laws and governance arrangements to ensure strong environmental protections after Brexit, including advocating for a strong and ambitious Environment Act to underpin investment in the environment and people's wellbeing.
- Generate new ideas for world class environmental policy.

Further details of our strategy, annual report, work programme and recent activities are at www.green-alliance.org.uk

3. The role

Green Alliance is a small environment think tank and charity with a reputation for punching above its weight in the political arena. The office manager and PA is a central role, fundamental to our success, acting as the lynchpin between teams, partners and external contacts, whilst ensuring the smooth operations of the office.

We are looking for a quick thinking, pro-active individual who can support our executive director in managing his hectic schedule and ensure the smooth running of our small but busy office. A typical day could include confirming meeting arrangements with the prime

minister's office, organising plans for the executive director to attend a conference in Brussels and troubleshooting a server failure.

To do this role, you will need to be a highly organised multi-tasker with the ability to juggle busy and conflicting priorities.

You will be efficient and resourceful, with a calm, friendly and flexible manner. You have excellent interpersonal skills, a collaborative approach, and the ability to build positive relationships with people at every level.

Excellent IT knowledge and skills, particularly MS Office, are essential and you should have experience of managing premises and running office functions effectively.

This role will be highly rewarding for a creative and strategic problem solver, with the instinct and enthusiasm for developing and improving systems and processes. There is room for this role to be shaped by the post holder over time.

Green Alliance is an ambitious, collaborative and considerate organisation. We are proud to be a progressive employer, supporting work-life balance, equal opportunities and providing a friendly working environment.

4. Position in the organisation

Reporting to the operations director, the post holder works closely with the executive director and is the first point of contact with Green Alliance's board, as well as supervising the administrative tasks of junior staff and managing the work of the IT and telephony consultants, cleaning and maintenance contractors.

The post holder works with all staff on inductions, administrative processes, health and safety, IT and database provision.

5. Key tasks

- Manage the executive director's diary accurately and efficiently, arranging travel and accommodation as required.
- Effective management of all enquiries to the executive director, correspondence and other administration, arranging meetings as required.
- Ensure Green Alliance's office systems, processes and equipment operate efficiently and are developed appropriately, particularly IT and information systems, and provide day to day troubleshooting.
- Procure services, equipment and supplies with reference to Green Alliance's environmental policy, and manage supplier relationships.
- Liaise with landlords and building management.
- Assist the operations director with HR matters including recruitment, inductions and keeping HR policies and procedures up to date and compliant with legislation.
- Ensure the smooth running and accurate recording of quarterly board meetings, including scheduling, administration, minute taking and distribution of papers.
- Ensure that Green Alliance's health and safety policy, emergency procedures and business continuity plan are up to date and adhered to.

- Ensure adequate insurance cover for Green Alliance and its activities and compliance with any conditions.
- Provide any other support, which may reasonably be requested to be undertaken within the scope of this post.

6. Person specification

Skills and competencies

Essential

- Excellent organisational skills including demonstrable ability to plan, co-ordinate and prioritise workloads to meet deadlines.
- Ability to solve practical problems effectively with minimal supervision.
- Accuracy and attention to detail.
- Excellent Microsoft Office skills.
- Excellent written English and ability to draft letters, emails, invitations, minutes, guides and policies, and short briefing notes.
- Excellent interpersonal and negotiation skills, and a demonstrable ability to work with tact and a high level of professionalism as part of a small team.

Desirable

- Presentation and training skills.
- Project management skills.

Knowledge and experience

Essential

- Solid experience of a range of administrative duties.
- Experience of working in a fast paced environment with competing priorities.

Desirable

- Experience of managing a busy diary
- Experience of overseeing and developing the use of IT and information systems.
- Knowledge of legal compliance and best practice in relation to health and safety and premises management.
- Experience of employment legislation and HR processes.
- Experience of the NGO sector.
- An interest in and knowledge of sustainability issues relevant to running an office.

7. Terms and conditions

Terms: This post is advertised as a full time, permanent position, but we are happy to consider secondments and flexible working arrangements for the right candidate.

Salary range: £31,872-34,830

Location: Green Alliance's office is in Pimlico and is fully accessible.

Hours: 35 hours per week with some flexibility; the post holder would be expected to work the occasional evening for time off in lieu.

Holiday: 25 days per year pro rata in addition to statutory holidays and the period between Christmas and New Year.

Additional benefits: Green Alliance aims to be a progressive and considerate employer and encourages employees in maintaining a healthy work-life balance.

Pension: Green Alliance provides an auto-enrolment pension with Aviva. All employees receive a pension contribution up to 7.5 per cent of gross salary which may be paid into this scheme or another of their choice.

8. Application process

Applicants should complete and return the application form on the Green Alliance website. You should focus in particular on how you meet the person specification. Applications by CV will not be considered.

The closing date is **Monday 4 February at 10am**. Interviews for this post will take place in the week of 11 February. If you have any queries or like an informal discussion about the role, please contact Jo Rogers, jrogers@green-alliance.org.uk

Green Alliance welcomes applications from all members of the community. We strive to be an equal opportunities employer. We will accommodate special requirements wherever possible.

Please note that we can only accept applications from individuals with the right to work in the UK. We are unable to sponsor working visa applications.

