

Administrative Officer

Reports to: Director of Operations and Finance

Hours: Full time with flexible hours. Core hours are 10am to 4pm

Location: Hybrid. London (Charing Cross) two days per week and remote working

Salary: £30,900 per annum

Benefits:

- Generous annual leave policy including 25 days annual leave, UK bank holidays, additional discretionary days between Christmas and New Year, one mental health day and one volunteering day a year, one day for moving home and long service awards every five years
- a highly competitive pension (up to 11% employer/5% employee contribution) and generous parental leave
- private health insurance, eye tests and medical checks
- flexible working: core hours from 10am to 4pm with a minimum of two days spent in the office each week (Wednesdays and Thursdays)
- 24/7 access to counselling and wellbeing resources through our Employee Assistance Program
- Income protection insurance and life assurance
- Cycle to work scheme, season ticket loan and gym membership loan
- Free access to *The Economist* content, including an online subscription and access to a range of apps, podcasts and more

Closing date: 23:59 on 25 May 2026

APPLICATION PROCESS

To apply, please:

- Please send a CV and cover letter of no more than two pages to Elsa, our Director of Operations and Finance elsacardona@economist.com. Use the subject line "Application – Administrative Officer" and mention in your email where you first saw this ad.
- Fill in our [equality and diversity monitoring form](#).

We value integrity in our application process. While AI can be a helpful resource, we are looking for evidence of your unique experience and enthusiasm. Applications that are overly generic or clearly AI-generated will not be shortlisted, as we prioritise authentic personal insight.

Next steps:

Applications close at 23:59 on Monday 25th May 2026. Interviews will take place on Thursday 4th June in-person at The Economist Group's offices in London. Shortlisted candidates will be asked to prepare a task. Full details and instructions will be provided when the interview is confirmed.

We are committed to an inclusive recruitment process. If there are any adjustments or support we can provide to help you perform at your best during the interview, please let us know.

ABOUT US

The Economist Educational Foundation is a fast-growing charity on a mission to ensure that every child is empowered to think critically and communicate effectively about the world's most complex current issues.

Last year, 10,800 teachers downloaded Topical Talk lessons, reaching 532,000 children in over 86 countries. We are on track to double this number, reaching over 1 million school children by the end of 2026.

Topical Talk helps children join inspiring discussions about the news by providing:

- **Topical Talk Headlines** - award-winning weekly lessons for classroom discussions about global news stories
- **Leadership for Change Prize** - child-led solutions to complex global issues
- **Community partnerships** - support and training for teachers via partnerships with Multi-Academy Trusts in the UK and School Districts in America

Read our latest impact report and find out more about our mission and our work at economistfoundation.org

THE ROLE

We are looking for a motivated Administrative Officer to provide the quality support and attention to detail that keeps our programmes running smoothly. You will be joining a passionate team dedicated to helping children all over the world develop their critical thinking and learn about global current affairs. We are a small but growing team of 17, and in this role, you will work across every part of the charity, seeing our impact in action and ensuring our daily operations are handled with total consistency.

We want a positive and supportive self-starter who takes genuine pride in their work being done well. You will be someone proactive who anticipates the team's needs and is always looking for ways to make our systems and processes more efficient. This is a brilliant opportunity to learn and grow with us; you will gain a unique, 360-degree insight into how a charity operates while benefiting from our position as an independent organisation supported by The Economist Group. You will experience both the charity and corporate sectors, building a professional network across the Group and developing a versatile, high-level skill set as you progress your career.

RESPONSIBILITIES

Team operations and administration

- Provide essential admin support including booking travel, purchasing equipment, managing the post, and supporting printing
- Act as the administrator for most team subscriptions, online tools and softwares
- Maintain a well-organised office environment, including inventory management for the team cupboard and equipment
- Proactively identify and fix broken systems, creating better ways to manage tasks
- Build strong relationships with the key teams from The Economist Group such as Facilities, HR, and IT to ensure smooth operational support to the Foundation's work

Financial administration

- Accurately process and record weekly payment runs and invoices in the banking and finance systems
- Assist with financial reconciliation and proactively chase outstanding payments or missing receipts

- Process staff and volunteer expense claims, ensuring they align with the charity's financial policies

Programme and event support

- Act as the first point of contact for the Foundation's inboxes, providing excellent service to teachers by troubleshooting account issues and managing enquiries
- Support the programme and fundraising teams by collating qualitative and quantitative data on students and teachers for programme and funder reporting
- Manage the process of sending physical materials and resources to schools and teachers when relevant, including packing, addressing, and coordinating couriers or post
- Lead the logistics for webinars and live lessons on online event tools, including managing platform settings and hosting calls
- Coordinate logistics for team socials and events with partners, funders, and trustees, including room/venue booking, catering, and on-site setup

HR and onboarding

- Manage candidate logistics, including posting roles, redacting applications, handling diversity monitoring forms, and scheduling interviews
- Provide high-quality service to applicants, acting as a warm and professional point of contact for all interview coordination
- Lead the practical setup for new joiners, including IT access, office tours, equipment handovers, and managing DBS checks

REQUIRED SKILLS, ATTRIBUTES AND EXPERIENCE

Skills and attributes

- **Organised:** You can manage multiple tasks and deadlines across different projects and teams
- **Team player:** You are a positive, helpful presence who is motivated by helping others succeed and willing to lend a hand whenever the team needs you
- **Reliable:** You are disciplined with deadlines and act as a dependable anchor for the team, managing requests with consistency
- **Rigorous:** You take pride in precision and have a sharp eye for detail, ensuring every task is completed accurately and to a high standard
- **Self-starter:** You are proactive, anticipating the team's needs before they are voiced and ensuring everything is prepared to keep operations running smoothly
- **Communicator:** You "close the loop" by keeping the team updated on progress and providing warm, professional service to our teachers and partners
- **Problem-solver:** You don't just follow processes; you improve them. You enjoy identifying friction and proactively making systems more efficient
- **Tech-savvy:** You are technically proficient and a natural problem-solver when technology doesn't go to plan
- **Learner:** You are curious and eager to grow, whether mastering new software or developing a deeper understanding of our work
- **Reflective:** You seek opportunities to improve your work through feedback and self-reflection to provide the best possible support

Experience

You must have:

- **Administrative experience:** Experience in a support or administrative role within a professional or volunteering environment
- **General IT proficiency:** Experience using standard office software (such as Microsoft Office, Google Workspace and Zoom) and a readiness to learn new digital tools

- **Task management:** Experience managing multiple tasks or priorities effectively, whether in a work, volunteer, or educational setting
- **Professional communication:** Experience communicating clearly and professionally in person, via email and phone

You might have:

- **Events and logistics:** Experience helping to coordinate events (virtual or in-person), including handling bookings and catering
- **Financial admin:** Basic experience with processing invoices, handling expenses, or using banking/accounting systems
- **Data handling:** Experience accurately entering or maintaining information in databases or spreadsheets
- **Education or charity sector experience:** An understanding of how non-profit or educational environments operate.

WHAT WE OFFER

- **Real impact:** you'll support the team to make a real difference to children's ability to think critically, listen well, express themselves and understand the big issues of our time
- **A friendly, driven and highly-effective team:** we are deeply committed to being an inspiring place to work, where we learn and achieve things that matter together. Our team of experts work creatively and collaboratively, whilst taking full responsibility for their goals
- **Development and support:** we invest in training and development and will support you to build the skills and experience as you need
- **A competitive benefits package** to support your wellbeing, growth, and work-life balance (see above)

We're particularly keen for you to apply if you are from a community under-represented in the charity sector or have lived experience of facing extra barriers because of your background.