

Administrative Coordinator

Job Title:	Administrative Coordinator		
FT/PT:	Full-time	Reports to:	Head of Operations
Location:	Hybrid (Remote with occasional travel to London)	Duration:	1 year (possibility of extension)
Salary:	Band B	Start date:	ASAP

About us:

The Runnymede Trust is the UK's leading race equality think tank. We generate research to challenge racial inequality in Britain.

For more than 50 years, we have worked tirelessly to build a Britain in which we all belong. Proudly independent, we speak truth to power on race and racism without fear or favour. We are not swayed by political agenda, profit or popular opinion. We are authentic, led by an ethnically diverse team we draw from our lived experience and that of our wide and inclusive community and partnership networks.

About the role:

As an Administrative Coordinator, you'll play a pivotal role in supporting our Senior Leadership Team in the effective execution of our diverse portfolio of projects, with a particular focus on Power to Prosper. Your responsibilities will encompass coordinating project activities, maintaining meticulous project documentation, and fostering seamless communication among team members and external stakeholders. Additionally, your role will extend to scheduling and organising meetings, maintaining clear records, and aiding in the overall organisation of project tasks.

You will ensure that our project timelines and deliverables are met, providing administrative support throughout the project lifecycle. Your attention to detail and

organisation skills will be essential in maintaining schedules, tracking progress and addressing logistical challenges that may arise.

This is a key role in one of the UK's leading think tanks on race and social justice, and has the potential to make an important and long term impact delivering genuine progress towards racial equality in Britain.

Responsibilities and main duties:

Administrative Support & Day-to-Day Operations

- Monitor and update ongoing project plans in alignment with organisational goals.
- Schedule events and meetings, ensuring seamless coordination.
- Prepare, record and circulate meeting agendas and papers, ensuring all participants are well-informed and prepared.
- Maintain our CRM and keep records up to date for efficient data management.
- Support the transformation of work plans into project plans using project management systems (Asana).
- Provide financial administrative support including arranging invoices, payments, and vouchers.
- Respond to day-to-day inquiries through the website, ensuring timely and accurate information.

Meetings & Events Administration

- Organise meetings and steering groups, including the preparation of materials and logistics (booking rooms, ensuring equipment availability, and managing refreshments).
- Take detailed minutes during meetings, capturing key discussions, decisions, and action items.

Collaborative work & Stakeholder Relationships

- Develop and maintain positive working relationships with internal and external stakeholders.
- Support stakeholders/colleagues by proactively finding solutions for problems presented and work independently to find resolution, recognising when escalation is required.

General Support

- Offer general assistance across projects and initiatives to contribute to overall organisational effectiveness.
- Assist with ad-hoc tasks to maintain operational efficiency and support team members as required.

Person Specification	Essential	Desirable
Experience and knowledge	<ul style="list-style-type: none"> • Experience in carrying out administration in a small/medium-sized organisation. • Experience creating and using processes/tools to support effective project administration. • Experience of financial administration, including following internal processes and procedures. 	<ul style="list-style-type: none"> • Experience working effectively within a leadership team environment, demonstrating the ability to collaborate and support multiple stakeholders simultaneously. • Experience of research administration. • An understanding of confidentiality and data protection legislation.
Skills and personal attributes	<ul style="list-style-type: none"> • Ability to develop strong working relationships and trust with a broad range of people internally and with external stakeholders. • Strong IT and digital skills with the ability to troubleshoot basic IT issues and quickly grasp new digital platforms. • Excellent attention to detail and the ability to stay organised, and juggle multiple priorities. 	<ul style="list-style-type: none"> • Knowledge of Google workspace • Knowledge of Asana or similar project management systems • Knowledge of Beacon CRM or similar CRM systems

	<ul style="list-style-type: none"> • Comfortable with a high degree of autonomy and flexibility, and ability to take the initiative to identify and solve operational issues. • Ability to work reactively under pressure and adapt to shifting priorities in an agile manner. • A deep individual commitment to equality and anti-racist action, through continuous development, modelling inclusive behaviours, and proactively promoting equity, diversity and inclusion throughout your work. 	
<p>Application process</p> <p>To apply please follow this link.</p> <p>This will take you to our online recruitment platform, BeApplied, which is a platform that aims to facilitate an unbiased and inclusive hiring process.</p> <p>On BeApplied you will be asked to upload your CV and answer some skill-based application questions instead of a traditional covering letter.</p> <p>Runnymede Trust is committed to providing equal opportunities for everyone regardless of their background. We acknowledge that people from certain backgrounds are under-represented in research and policy making institutions and we're committed to doing what we can to correct this. We are particularly keen to receive applications from Black, Asian and minority ethnic people; people with disabilities; people who identify as being LGBTQIA; people who have a mental health condition; and people who identify as working class now or in the past.</p> <p>We are also aware that many highly capable prospective candidates nonetheless rule themselves out of applying for positions because they underestimate their own ability to do the role. With this in mind, we strongly encourage applications from anyone who is</p>		



prepared to learn and grow on the job and would like to stress that past experience of working in think tanks is not required.

Interview Schedule

Candidates will hear back about their application status by 3rd of April, and interviews for shortlisted candidates will be conducted on three dates: 9th, 10th, and 11th of April.