

Administration Assistant

Position:	Administration Assistant
Reports to:	Operations Manager
Team:	Finance & Operations
Location:	Hybrid working from the London office, with an expectation of 2 days per week (occasional weeks will require 3) in the London office
Remuneration:	£27,500 per annum
Duration:	Permanent Full Time

1. Specific Duties and Responsibilities

Team and Board Administration

- Provide high-quality administration and organisational support to the AHF team and Senior Management Team (SMT).
- Support SMT and Trustees with diary management and liaison with external parties regarding meetings.
- Provide support to SMT in completing expense claims.
- Develop and maintain an all-staff meeting and governance diary for the year ahead, coordinating dates with SMT and Trustees, to maximise attendance.
- Format and circulate papers for all-staff and Board/Committee meetings.
- Book travel and accommodation for SMT and Trustees, achieving best value for the AHF.
- Working with the Operations Manager, help to organise governance meetings, venue bookings, and catering arrangements.
- Assist the Operations Manager in maintaining good records and filing, both physical and electronic.
- Manage all-staff meeting bookings, including managing logistical arrangements for the Annual Away Day and making group accommodation bookings for the team, to secure best value.
- Provide cover by taking minutes for decision-making meetings such as Credit or Grants Panel as required
- Other administrative duties as required for the good functioning of the AHF.

Office administration

- Under the direction of the Operations Manager, order stationery, office sundries, IT and office equipment, and office furniture.
- Book contractors for required office works.
- Ensure the office environment is kept clean, tidy, safe, and secure, troubleshooting any day-to-day issues which arise.
- Be the primary point of contact for telephone and email enquiries, ensuring enquiries are dealt with in a timely manner and passed to the appropriate colleagues within the AHF. Open the post and action as appropriate.
- Assist in administering and organising AHF wide events.
- Act as Fire Warden and First Aider for the AHF office, completing any training required.
- Maintain the premises maintenance register and organise trades as appropriate
- Other ad hoc tasks related to office management.

2. Person specification

Essential

- Excellent organisational skills with the ability to manage multiple tasks and priorities effectively.
- Strong written and verbal communication skills, with the ability to communicate professionally with a range of stakeholders.
- Ability to organise meetings end-to-end (scheduling, papers, logistics, follow-up, actions, disseminating minutes).
- Good attention to detail and commitment to producing accurate, high-quality work.
- Strong interpersonal skills and the ability to build positive working relationships with colleagues and external contacts.
- Proficiency in Microsoft Office applications and confidence in learning new digital systems and technologies.
- Ability to handle confidential and sensitive information with discretion and professionalism.
- Enthusiasm for learning, personal development, and continuous improvement.
- Ability to work responsively and effectively, sometimes to tight deadlines, as a member of a predominantly remote working team.
- Ability to work effectively on own initiative, setting or requesting help with setting appropriate priorities and meeting deadlines.
- Demonstrable strong oral and written communication skills.
- Collaborative team player with a flexible, helpful, service-oriented mindset.

Desirable

- Experience gained through employment, volunteering, internships, placements, student leadership roles, or other relevant activities.
- Experience of coordinating meetings, events, projects, or administrative processes.
- Experience of supporting senior colleagues, committees, boards, or volunteer groups.
- Evidence of ongoing continual professional development (MS Office training, minute taking, project coordination).
- Understanding of GDPR, information security, or handling confidential information.
- Experience working within the charity, heritage, cultural, or not-for-profit sector.
- Experience using Microsoft 365 applications, including Teams, SharePoint, Planner, or similar collaboration tools.
- Demonstrable interest in built heritage and commitment to the AHF's mission.

We welcome applications from recent graduates and early-career candidates. Relevant skills and experience may have been gained through study, volunteering, internships, placements, student societies, community activities, or paid employment.

We are a charity committed to being inclusive and giving everyone an equal chance to succeed – you can read more about our EDI commitments here <https://ahfund.org.uk/impact/commitments-edi/>. Applications are welcome from all regardless of age, sex, gender identity, disability, marriage or civil partnership, pregnancy and maternity, religion or belief, race, sexual orientation, transgender status or socio-economic background.