



Administration Support Officer

[Global Black Thrive](#) are recruiting an administration support officer to work with Race Equity Lived Experience Advisors on the [Culture of Care Programme](#) across England (part of NHS England's Quality Transformation Programme).

Job Title	Administration Support Officer
Contract	FTE. Fixed term for 2 years
Reports to:	CEO, Global Black Thrive
Salary	£32,500
Office Location	Brixton, London (at least 2 days a week)
Benefits	26 days annual leave plus bank holidays, flexibility-manage your own schedule, pension contribution
Application Deadline	19 th May 2024

Please let us know if you need support, have a reasonable adjustment request or have a question by contacting humanresources@blackthrive.org

About Global Black Thrive

We exist to change the odds stacked against Black people by embedding race equity into systemic change so that thriving is not the exception but the norm.

[Global Black Thrive](#) evolved from the work of the [Black Thrive Lambeth](#) Partnership, which was established in 2016 to address the inequalities that negatively impact the mental health and wellbeing of Black people in Lambeth. Black people's cumulative exposure to negative experiences and poor outcomes are not unique to Lambeth and Black Thrive Global was founded in 2020 to address the detrimental outcomes for Black people of African and Caribbean descent wherever they may be located.

Our work covers all life stages – children and young people, working age adults and older adults. Our guiding principle is to centre the lived experiences of Black communities in all that we do, and our strategic priorities are to embed race equity in systems change and to decolonise the evidence landscape.

Job Description

Role Summary

The postholders will support the work at Black Thrive providing administrative support to Race Equity Advisors and the Race Equity lead. Most work will be delivered online and includes but is not limited to:

- Liaising with the HR & Admin Manager and Race Equity Lead with various tasks related to supporting the Culture of Care Programme. This will include:
- Organising and collating meetings, workshops and training for the Race Equity Lived Experience Advisors (LE Advisors) in conjunction with Neurodiverse Connection, the Royal College of Psychiatrists and NHS England.
- Organising travel and accommodation for in-person meetings
- Organising and minuting meetings for the Global Black Thrive Culture of Care Working Group (BTG CoC Working Groups)
- Managing the invoices from the LE Advisors and checking them before passing them onto the Finance team for payment ensuring contribution to the company's monthly financial reporting process is achieved in a timely and accurate manner.
- Being the point of Contact for the Race Equity CoC programme passing on information to the members of the BTG CoC Working Group and the Race Equity Lead.
- Ensuring employee health & safety compliance and all associated documentation is maintained.
- Managing sickness absences, annual leave and any other absences for the LE Advisors and ensuring the right documentation is completed and HR systems are updated.
- Ensuring the provision of effective day-to-day office administration including supporting the team with IT issues and office admin.
- Ensuring employee inductions and probationary meetings are carried out within the required timelines.
- Liaising and supporting the Race Equity lead with any tasks they may have relating to the Culture of Care Programme.
- Working with the Global Black Thrive HR & Admin Manager on wider Team activities when this is required.
- Helping organise team socials, ensuring the office kept clean and tidy and stocked with water/refreshments.
- Planning, organising and managing own workload.
- Doing all of the above through a trauma-informed, autism-informed and racial equity perspective.

Role Description

The purpose of this role is to provide administrative support for Global Black Thrive involvement in the Culture of Care Programme liaising with the Lived Experience Advisors, the Race Equity Lead, Neurodiverse Connections, the Royal College of Psychiatrists and NHS England.

This will include HR, Operations and Admin functions relating to the Culture of Care (CoC) Programme and will include managing systems to efficiently run the business and achieve strategic objectives agreed by Black Thrive Board of Directors.

The role will be the first point of contact for our CoC team, organising travel and accommodation, managing HR and office queries.

You may be involved in managing onboarding and offboarding, preparing employment contracts (Full-time and/or part-time, zero hours and/or fixed terms contracts), checking and following right-to-work in the UK, and administrating DBS checks.

You will be working with the HR and Admin Manager in Global Black Thrive and may be required to assist in wider team activities where required.

Personal Specification

Qualifications and Experience

1. Equivalent of a bachelor's degree in business administration or related field (desired not required).
2. A minimum of 2 years' experience in administration in an organisation dealing with multiple and/or complex programmes and partnerships. (required)
3. Experience in developing and implementing new systems and processes in start-up environments. (required)
4. Experience using online accounting software including Xero and Quickbooks. (desired not required).
5. Experience setting up and maintaining administrative systems that are compliant with data protection and privacy laws. (required)

Ability, skills, knowledge

6. Good knowledge and understanding of Payroll/HR policies (required)
7. Excellent communication skills both written and verbal. (required)
8. Proven experience in delivering a payroll operational or contractual administration service (desired not required)
9. Confident dealing with issues like succession planning, workforce planning and talent development. (desired not required)
10. Commitment to equality for all people as well as good knowledge and understanding of the experiences of Black people of African and Caribbean descent and a strong drive to address the factors which negatively impact upon their health and wellbeing. (required)
11. Excellent communication and interpersonal skills, including conveying complex information adaptable to people from different professional backgrounds and levels of seniority. (required)
12. Excellent organisational skills, strong attention to detail, ability to multitask and to manage a heavy workload and competing priorities. (required)
13. Ability to work at speed through ambiguity and uncertainty and remain calm under pressure. (required)
14. Ability to remain enthusiastic, optimistic and solutions-focused in the face of adversity and to deliver tangible results with minimal supervision. (required)