



Office Assistant

WE'RE HIRING!

6 month part-time contract

Entry level role, 6-month contract

Part-time: 9:00am – 2:00pm with a 30 minute break

Pay: £9,287 for 6 months

Reporting to the Operations Manager, this role is based at our office in Brixton. You will contribute to the smooth running of the office, as well as assisting with routine HR, supporting the trustees and helping with recruitment.

You will also be working on a media file transfer project requiring you to review, sort and correctly store media files in a new system.

Responsibilities of the role:

Office:

- Ensuring canteen stocks and basic stationery are maintained
- Handling one-off purchase requests
- Organising team meetings and working lunches
- Responding to queries and requests from staff
- Working with external IT support to address IT issues
- Maintaining a database of our laptops and other equipment
- Acting as administrator for our CRM system, Zoho, and HR database, Breathe.
- Managing the office email box where we receive general emails, circulating and responding to incoming mail as needed
- Answering calls to our virtual landline, passing on messages as appropriate.



Responsibilities of the role, continued:

Governance:

- Supporting our trustees, committees and expert advisory group and scheduling and providing admin support for meetings and events

HR:

- Supporting the Team with recruitment, posting jobs, coordinating interview times and dates and preparing materials
- Supporting new starter onboarding and inductions
- Maintaining our HR Database, ensuring leave, training and basic HR info are accurately recorded in a timely manner
- Supporting in person training events with administrative support

Media library transfer project:

- You will review, catalogue and appropriately store media files as part of a media library transfer project, with support and guidance from the Operations Manager

Person Profile:

- You have a proactive and positive attitude
- You enjoy building productive relationships with people at all levels, both in person and online
- You are committed to promoting equality, diversity and inclusion in the workplace
- You have great oral and written communication skills
- You are comfortable working in a busy environment and can flexibly switching between tasks, even at short notice
- You can use discretion, initiative, and personal judgment when dealing with sensitive and confidential matters
- You have experience of planning and organising your own workload and managing priorities
- You have good IT skills with a good working knowledge of Microsoft Office
- You can solve problems, using information from a variety of sources, with high attention to detail and the ability to be methodical and accurate

Benefits included in this 6 month contract:

13 days holiday + Bank Holidays

Pension contributions with 5% employer contribution

Cycle to work scheme

Access to training and personal development opportunities



Examples of tasks covered by this role:

Daily/weekly tasks:

- Collect fruit for the office (delivered to reception on a Monday), arrange payment
- Check post with reception
- Check whether fresh milk is needed and buy if necessary
- Check that there is a supply of teas, instant and ground coffee & oatmilk
- Check basic stationery supplies
- Check that any empty breakfast food containers are replenished or cleaned & put away
- Clear away any rubbish or packaging that has accumulated around the office
- Take large or bulky packaging to the external recycling bins and flatten
- Check for any dirty mugs/glasses or other crockery that has not been returned to the kitchen.
- Water the plants
- Restock breakfast items (combine this with a supermarket delivery and milk if needed).

Regular/as needed tasks:

- Manage regular expenses payments
- Monitor that all employee absences are recorded on Breathe and address any annual leave queries
- Ensure all employee training is recorded on Breathe
- Manage building access cards
- Manage routine and event room bookings
- Ensure the learning Lunch schedule is kept up to date, remind the team 2 weeks in advance
- Monitor the team meeting chair rota, remind the person due to chair the following week
- Respond to general staff queries and requests
- Liaise with Citizens team on support for food ambassadors

About us:

We believe everyone in the UK deserves access to an affordable, healthy and sustainable diet. We have various projects to reach different groups to improve children's diets, increase the uptake of plant-rich diets, influence government food policy and inspire change in food and retail businesses.

Our values:

Collaborative
Trustworthy & credible

Creative & innovative
Bold & impactful

Most of our 28 staff work in the office at least 2 days a week, some work remotely and some work full-time in the office. You can read more about us at www.foodfoundation.org.uk

To apply:

Please email jobs@foodfoundation.org.uk with your CV and a covering letter explaining why you are interested in the role and how you meet its requirements and we will get back to you.

