

Job Title	Administration Assistant
Reporting to	Chief of Staff
Salary	In the region of £30,000
Location	BAT Offices in London – currently two days in the office
JOB PURPOSE	
This job contributes to the British Asian Trust's success by providing administrative support to the British Asian Trust teams in the London Office. The Operations team are gearing up to keep pace with the growth and transformation of the Trust and this role will play a key role in delivering Administration and Operations support services to the teams based in the United Kingdom.	
KEY RESPONSIBILITIES	
Admin Support to the Senior Management Team (SMT) and wider British Asian Trust (BAT) • Provide diary management support for some members of the SMT • Work closely with the Chief of staff to provide support to BAT leadership • Arrange internal and external meetings, including booking physical rooms and/or setting up online meeting facilities • Prepare and distribute minutes of meetings and document follow up actions as required • Support Executive Assistant of the Chief Executive with organising governance meetings with Trustees and members of the SMT • Responsible for booking national and international travel for staff including travel arrangements, visas and hotel bookings • Manage monthly credit card reporting for members of the SMT • Support Chief Executive Officer (CEO) and Executive Assistant in keeping contact details updated as and when required • Manage various email address lists in the BAT address book Office Administration • Manage correspondence including incoming mail and email, phone calls and packages • Attend to calls and emails on the general phone lines and mailboxes and direct communication between external parties and BAT colleagues • Ensure the office environment is kept tidy and presentable • Liaise with IT to ensure the office is fully connected and resolve staff IT issues • Make arrangements for all staff meetings including arrangements for refreshments and relevant room bookings • Be responsible for the purchase of items related to the office such as stationery and minor IT equipment • Research and, at the direction of the Chief Operating Officer (COO), administer contracts such as those for office equipment and services, laptops, phones for the office • Act as central coordination point for organisation-wide initiatives on information management (Sharepoint, Teams, OneDrive) • Work on any additional projects that come up in collaboration with specific members of the team, in agreement with line manager to support organisational priorities • Assist in the coordination of internal BAT team events • Any other reasonable duties requested to provide administrative support	

Key relationships	
Internal • Chief Operating Officer • Senior Management Team • UK Staff	External • BAT Trustees & their Personal Assistants • Scale Space Office Management Team • Service providers and vendors
PERSON PROFILE – KNOWLEDGE, SKILLS AND EXPERIENCE	
• The role is based in Scale Space, White City (E) • High level of accuracy and attention to detail (E) • Excellent organisational, planning and time management skills (E) • Good working knowledge of database, spreadsheet, and word-processing software (E) • Demonstrable appetite and aptitude for learning new technologies associated with office and information management (E) • Resilient to change and able to handle some ambiguity (E) • Demonstrable commitment to the development sector • Able to set priorities, meet goals and evaluate the process and results • Able to develop working relationships with people both internally and externally at all levels. • Familiarity with Microsoft collaboration tools – Sharepoint, Teams, OneDrive • Problem solving skills. Able to assess problems, identify causes, gather and process relevant information, generate possible solutions, and make recommendations and resolve the problems • Experience of complex administration and record keeping in a hybrid office environment	