

Job description for the role of
PEOPLE AND GOVERNANCE ADMINISTRATIVE OFFICER

- Location:** This role requires a regular presence at our Bristol office, but it will involve some travel to all our offices on occasion and attendance at in person meetings.
- Hours:** 35 hours per week. We have flexible working practices and would consider 28 hours per week for this role.
- Contract:** Fixed Term to the end of 2022.
- Salary:** The starting salary for this role will be £32,252 (£35,725 where the role holder is resident in Greater London) per annum.

Power to Change is an independent charitable trust that supports community businesses in England, endowed by the National Lottery Community Fund (previously the Big Lottery Fund). Our vision is 'powerful communities, better places'. We want to back people to build successful community businesses for the benefit of their local places.

We have an exciting opportunity for an experienced administrative professional to join our small People and Governance Team for a short term contract. You will work closely with the team on a wide range of administrative activities, including some HR administration and recruitment coordination. You will also be responsible for managing the administration for our Bristol office.

You will support the team on several activities including coordinating internal communications, supporting on the development and implementation of organisational policies and owning our meeting room booking process. This will be a busy role, supporting on several activities simultaneously. You will need to be very organised, comfortable taking responsibility for organising important activities and able to communicate clearly and effectively.

You will be working closely with other like-minded passionate professionals in our organisation to build the profile of a movement that will change the face of the country.

Deadline for applications: 5pm on 23rd May 2022

Email a CV and covering letter to Sheena Pentin at Careers 4 Change on sheena.pentin@careers4change.com





Overview

About the role

The People and Governance Administrative Officer supports the People and Governance Team on a variety of administrative activities ranging from HR to recruitment to managing our Bristol Office.

Key responsibilities

- Produce letters, contract variations and emails, amending standard templates where necessary.
- Oversee and manage all aspects of our Bristol Office (e.g. post, couriers, office supplies, meeting room bookings).
- Coordinate recruitment administration including collating applications, coordinating interviews and creating interview packs.
- Assist with onboarding and offboarding when necessary, liaising with key colleagues across the organisation.
- Maintain our HR software (People HR) with all relevant staff changes and provide technical support to employees on booking leave when necessary.
- Coordinate meeting room booking requests across the organisation.

Skills and experience required

- Experience in a similar support or administrative role.
- Excellent prioritisation, time management and ability to work on multiple projects effectively.
- Ability to organise self and others efficiently, and with excellent administrative and time management skills.
- High levels of accuracy and attention to detail.
- Ability to manage your own workload and multiple relationships within the organisation across multiple sites and locations.
- Confident and competent in using IT systems, particularly databases, and Microsoft Office, especially Teams, Outlook, Excel, PowerPoint, and Word; and Zoom.

We are an **equal opportunities employer** and welcome applications from all candidates irrespective of race, age, disability, gender, gender identity, sexual orientation, religion or belief, or marital or civil partnership status. We will assess all applications against the requirements for this post as detailed in the job description and person specification, and ask for names and education history to be removed from applications.

We are **Disability Confident Committed**, we welcome and respond positively to applications from disabled people. We will meet individual needs throughout the recruitment process, including making any appropriate reasonable adjustments during the interview stage and to our workplace if selected into post to support colleagues with any form of disability. If you meet the minimum requirements for the role and would like a guaranteed interview, please email james.sabala@powertochange.org.uk, you do not need to share any details about your disability at this stage.

As a **Mindful Employer** we recognise that in the UK, people experiencing mental ill health continue to report stigma and discrimination. We are committed to creating a supportive and open culture, where colleagues are able to talk about mental health. We are also committed to ensuring that our employees feel safe in disclosing any mental health conditions and confident that they will be properly supported and offered reasonable adjustments when required.

If you have any questions about how Power to Change is an equal opportunities employer, please contact our Diversity, Equity and Inclusion Manager, Edward on edward.walden@powertochange.org.uk

Who we are and what we do

We unlock the power within communities to create better places through business.

Power to Change backs people to grow community businesses that directly benefit their local area. In just six years, we've helped double the number of community businesses in England to over 11,000 through innovative funding, support programmes and research.

No one understands a community better than the people that live there. Run by local people, trading for the benefit of local people, community businesses provide the services that neighbourhoods need to make them thrive.

Our vision and mission

Our overall vision is '**powerful communities, better places,**' which we will deliver by pursuing our mission to 'strengthen the community business sector'. Our [2021-25 strategy](#) sets out how we will go about pursuing this vision and mission.

Our Objectives

To harness opportunities Growing and diversifying the community business movement is critical to its survival. We want to create the conditions and work with community businesses themselves to ensure a more diverse base of people can be involved in community business in different ways, from being board members and employees to volunteers, shareholders and customers. In particular, we want to ensure that we lower barriers for disadvantaged communities to develop community business ideas so that together we can build a more equitable movement.

To increase engagement The world is changing, and community business can be at the heart of local solutions. We need to continue to build the case for the positive economic, social and environmental impacts of community business, and act as a catalyst to unlock the resources of government, the wider public sector, other funders and the private sector to grow the community business movement and deepen its impact. We will build the exemplars and evidence that can give others confidence to invest in community business.

To build capacity Community business leaders need the skills, knowledge and capabilities to thrive for the long term and build up their power. We will build their capacity to do so now and in the future. We also want to identify new market opportunities and routes to market such as digital that can support income generation and diversification for community businesses, building resilience over time.

Our values

Bold: We experiment, take risks and test new ideas. We move quickly to take advantage of opportunities.

Informed: We learn from research and from our delivery. We are responsive and adapt to what we have learned.

Open: We are transparent about our decision-making. We share knowledge and learning including what has not worked.

Collaborative: We work across sectors and respect others' knowledge and experience. We encourage others who share our vision to bring about change.



JOB DESCRIPTION	
Role Title	People and Governance Administrative Officer
Reports to	Governance & Compliance Manager
Role Purpose	The People and Governance Administrative Officer supports the People and Governance Team on a variety of administrative activities ranging from HR to recruitment to managing our Bristol Office.
Role responsibilities	<p>People Administration</p> <ul style="list-style-type: none">• Produce letters, contract variations and emails, amending standard templates where necessary.• Coordinate recruitment administration including collating applications, coordinating interviews and creating interview packs.• Assist with onboarding and offboarding when necessary, liaising with key colleagues across the organisation.• Maintain our HR software (People HR) with all relevant staff changes and provide technical support to employees on booking leave when necessary.• Maintain audit processes by ensuring all necessary documents have a digital signature and are filed correctly.• Work with the People and Culture Lead to develop an updated employee handbook. <p>Office Management</p> <ul style="list-style-type: none">• Oversee and manage all aspects of our Bristol Office (e.g. post, couriers, office supplies, meeting room bookings).• Assist the Operations Manager on liaising with landlords or external contractors (for maintenance, security and health & safety).• Coordinate meeting room booking requests across the organisation. <p>Team Support</p> <ul style="list-style-type: none">• Ensure that all subscriptions and memberships are kept up to date and work with the People and Governance Team to renew any necessary subscriptions.• Support the Governance and Compliance Manager to develop and maintain the processes and systems needed to support hybrid/remote working.• Support the People and Governance Team with general external queries.• Provide ad hoc administration and support to the People & Governance team.
Organisation responsibilities	<ul style="list-style-type: none">• Continuously review how to embed diversity, equity, and inclusion into our work.• Support high quality reporting and effective communications on your responsibilities across Power to Change.• Be an active and engaged colleague, taking part in support, and learning activities.• Provide <i>ad hoc</i> assistance to other team members as required.



PERSON SPECIFICATION

Skills and Experience

- Experience in a similar support or administrative role.
- Excellent prioritisation, time management and ability to work on multiple projects effectively.
- Ability to organise self and others efficiently, and with excellent administrative and time management skills.
- High levels of accuracy and attention to detail.
- Ability to manage your own workload and multiple relationships within the organisation across multiple sites and locations.
- Confident and competent in using IT systems, particularly databases, and Microsoft Office, especially Teams, Outlook, Excel, PowerPoint, and Word; and Zoom.
- Ability to communicate confidently, with excellent customer service skills through interactions with a wide range of internal and external stakeholders.
- Analytical in approach, able to quickly gain an understanding of complex work with confidence to ask for help.
- Good levels of electronic file management experience.
- Proficient at building and maintaining good working relationships internally and externally.
- Willing to work flexibly and fluidly.

This job description is issued as a guideline to assist you in your duties, it is not exhaustive. Because of the evolving nature and changing demands of our work this job description may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description.



LIVING OUR VALUES	
BOLD	<ul style="list-style-type: none"> You will be flexible in your thinking and open to being challenged about change. You will take calculated risks and have the courage to stand by decisions despite resistance. You will actively seek connections between information and results to bring a wider view to the organisation.
COLLABORATIVE	<ul style="list-style-type: none"> You will actively look to collaborate with others on all areas of your work, and you will encourage others in the organisation to collaborate. You will help people understand the value of their contribution to our vision and mission. You will actively seek out feedback about how you build relationships and adapt your behaviour and language as necessary.
INFORMED	<ul style="list-style-type: none"> You will take part in relevant professional networks to pro-actively develop your skills and experience. You will use your knowledge and insights to develop a comprehensive understanding of issues.
OPEN	<ul style="list-style-type: none"> You will confidently raise sensitive matters with others with specific examples of what's happened in a timely manner and the impact it has had. You will motivate, inspire and encourage others despite your own concerns or disappointments. You will proactively seek contributions from others to ensure our work reflects the needs of diverse communities.

Benefits	<ul style="list-style-type: none"> ✓ Pension with 5% company contribution and 4% employee contribution. ✓ 25 days holiday plus 8 statutory holidays (pro-rata for part time roles). ✓ Office closed between Christmas and New Year, and birthday leave. ✓ Flexible hours and ways of working. ✓ 50% off health and wellbeing activities up to £1,000 a year. ✓ Generous maternity, adoption, paternity and shared parental leave and pay. ✓ Health Shield which covers out of pocket NHS costs and an Employee Assistance Helpline. ✓ 6 personal development days per annum (pro-rata for fixed term roles).
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