



ADMINISTRATION ASSISTANT

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| Salary: | £24,000 per annum, pro rata |
| Contract: | 14 hours per week, 12 months fixed term. Please note, Tuesday is a core working day for the majority of Wen staff. |
| Location: | Based at Wen's Shoreditch office, with hybrid working available |
| Reporting to: | Acting Head of Operations, Linda Tai |
| To apply: | Please complete an application form and equal opportunities form and send to jobs@wen.org.uk |
| Deadline: | Monday, 4 th July, 12 noon |
| Interviews: | w/c 11 th July |

Wen (Women's Environmental Network) is the only UK organisation working on issues that link women, health, equality and the environment. We inspire people to take action for a healthier planet. We are looking for someone highly organised and capable to provide administrative support for our growing organisation. This role will support the Head of Operations at Wen with administrative tasks, covering a range of different areas.

The Administration Assistant contributes to Wen's core operations and supports the work of our various campaigns and projects. They will help to implement Wen's procedures and policies. They will be a key point of contact for external enquiries. They will work in close collaboration with other members of our Operations team, including our Head of Operations and our Communications and Finance Manager, as well as our Leadership Team.

You will be organised, have a flexible way of working and a willingness to learn the evolving software that is used in the organisation.

We particularly encourage applications from People of Colour/ People of the Global Majority, LGBTQI+ people, people with disabilities, and those who identify as working-class/ from low-income backgrounds or who have done so in the past. This is because these groups are currently underrepresented in Wen. Where two or more candidates are judged to be of equal merit, priority may be given to a candidate who belongs to a group less represented at Wen.

Wen is committed to anti-racism and inclusive intersectional feminism which acknowledges how race, class and sexuality intersect with gender in our day-to-day lives. Wen is open to all genders and is actively working towards being a trans-inclusive organisation.

Key Benefits

- 25 days annual leave and all bank holidays, pro rata
- Pension scheme, contributing 6% of salary. Under auto-enrolment, eligibility to join is after three months.
- Employee assistance programme
- Flexible and hybrid working available.
- Access to training and development opportunities.

Responsibilities and Duties

People

- Assist with the co-ordination of staff events and team building
- Deliver pre- and post-meeting communication, such as meeting dates, reminders and summaries.
- Assist to maintain HR systems and administrative processes, such as updating Bright HR software and personnel folders.
- Support administration of payroll.

Office Admin

- Assist to ensure smooth running of our office spaces, including organising office supplies and maintaining photocopier and stationary supplies
- Act as a central point for external enquiries, developing and holding a set of standard responses, as required. Ensure that the info@ email is checked, phone messages are taken, and these are acted upon effectively.

Content management system administration

- Keep CRM system (we use CiviCRM) up to date, such as mailing lists and individual records.
- Assist to support staff with CRM, including scheduling newsletters and troubleshooting the system.
- Through increasing knowledge and understanding of CRM, help Wen team make the most of its functionality
- Assist to maintain Wordpress website, such as editing content, supporting the Communications Manager.

Other tasks

- As a participatory organisation, staff are expected to be active in organisational decision-making processes and working groups.
- You may be required to undertake other tasks relevant to the role or the wider organization.

Person Specification

Essential Experience and Knowledge

- Have administration experience
- Have a good understanding of the importance of confidentiality

- Be able to work to targets and deadlines with a high degree of autonomy
- Good communication skills, verbal and written to a range of different people
- Be able to plan, balance and manage multiple priorities
- Have solid IT skills, including the Microsoft Office suite and be willing to learn and use other software systems, like CiviCRM and Wordpress
- Be familiar with, or keen to learn, office Health and Safety requirements
- Take the initiative and responsibility for your work
- Be flexible and adaptable to the needs of the organisation

Desirable

- Knowledge of GDPR and good practice regarding data protection
- Experience with CRMs or Wordpress
- Experience working in the charity sector

About the recruitment process

To apply for this role please fill in the application form and the equal opportunities form. We will be marking your application based on how you fulfil the person specification. Make sure your statement answers the points on the person specification. You may want to use the points as subheadings in your response. You should prioritize covering the points in the person specification thoroughly above the 'flow' of your writing.

Let us know if there's any reasonable adjustments you'd like us to make in the application and interview process in view of a disability or health issue. If you have any questions about the role or the application process, please email jobs@wen.org.uk We are happy to talk over the role with you in more detail, and having questions now will not count against you in the interview.

About Wen

Wen works both in East London and nationally to support women and their communities to take environmental action. We work across a wide range of environmental issues, including building resilient and sustainable local food systems, food growing, nature based wellbeing sessions in women's refuges, our Environmenstrual campaign and our work on a UK Feminist Green New Deal.

Wen strives to take an inclusive and intersectional approach to everything we do, and are actively trying to improve this through our participatory leadership model, the types of projects and campaigns we choose to work on and movement building.

- We are online: www.wen.org.uk
- Instagram: [@Wen_UK](https://www.instagram.com/Wen_UK)
- Twitter: [@Wen_UK](https://twitter.com/Wen_UK)
- Facebook: www.facebook.com/WEN.UK1988