**Job Description: Administrative Co-ordinator**

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| Job Title: | Administrative Co-ordinator | Job Category: |  |
| Department/Group: | Operations Team | Reports to: | Chief Operations Officer |
| Location: | Nottingham, (Remote working possible) | Travel Required: | Yes |
| Level/Salary Range: | £21-25,000 | Position Type: | Full-time |
| Line management | Yes | Finance management | N |

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| **Job Purpose:**  Inclusive Boards (IB) is an executive search and advisory firm that specialises in equality, diversity and inclusion. We support organisations and sectors in their efforts to develop more diverse boards, senior leadership teams and stronger governance structures. Our services include Executive Search, Advisory, Leadership Training and Diversity & Inclusion courses.  We are seeking to appoint an administrative co-ordinator to join the Inclusive Boards operations team. In this role you will have the opportunity to utilise your administrative, creative and analytical skills. The postholder will assist in ensuring that operations communications/information is sent/responded to and will work collaboratively within the Executive Search and Social Impact teams team to ensure work runs along multiple lines efficiently. |

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| **Role and Responsibilities:** Business Support/Operations   1. Supporting the search and advisory team with candidate management from start to completion. 2. Support the operations team with scheduling candidates 3. Assisting the marketing department with social media blogs or job posts. 4. Producing reports as and when required. 5. Shared management of two main email inboxes (Hello@ and Appointments@) 6. Co-ordinating team events and travel arrangements for the team and directors. 7. Taking responsibility for uploading accurate information into operations systems. 8. Performing any other reasonable duties as directed by line management.   **Skills/competences**   * Excellent written and oral communication skills, and the ability to communicate clearly and effectively and appropriately to various audiences. * Software/Programmes: It would be advantageous to be experienced with Canva, G-Suite(essential) and project management tools such as Monday and Recruit CRM. * Methodical and high levels of accuracy and attention to detail * Calm and professional manner, can use own initiative * Tact and discretion for dealing with confidential information * High levels of integrity, resilient and flexible * Ability to build effective working relationships with internal and external stakeholders. * Ability to research and find information for the company * Collaborative worker and team player * Competent with the full suite of Microsoft Office, basic IT skills  **Company Responsibilities:**  1. Leading by example as a role model for Inclusive Boards values and professional standards as an executive search agency and management consultancy. 2. To commit to taking responsibility for your own continuing professional development. 3. Supporting continuous improvement in your own areas of responsibility. 4. Taking a proactive approach to risk management, ensuring any risks and issues identified are addressed and reported and, where appropriate, escalated. 5. Being fully aware of and actively complying with Inclusive Boards’ policies and procedures relevant to your own responsibilities and to corporate policies and procedures including the Staff Handbook, GDPR & Privacy Policies. 6. Performing any other reasonable duties as directed by line management. 7. To use PeopleHR to maintain attendance and other company records including appraisals and personal development documents.   **These lists should not be regarded as exhaustive and the post holder will be expected to deliver other duties relevant and appropriate to this post and other reasonable activities related to the development of our campaigns arm, advisory/training and/or wider organisational needs may be required. Please ensure you have the** [**right to work in the UK**](https://www.gov.uk/prove-right-to-work) **before applying.** |

**Person Specification**

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| **CRITERIA** | **Essential (E)**  **Desirable (D)** |
| **Qualifications**  * A degree (preferably a higher degree) in a subject with a significant quantitative element. | D |
| **Skills/competences**  * Excellent written and oral communication skills, and the ability to communicate clearly and effectively and appropriately to various audiences. * Ability to think creatively to solve problems * Ability to build effective working relationships with internal and external stakeholders. * Collaborative worker and team player * Skills in analysing evidence and drawing appropriate conclusions. | E |
| **Knowledge**  * Knowledge of a range of qualitative and quantitative research methodologies * Basic knowledge of equality and diversity practices and the legal framework * An understanding of recruitment practices and procedures | D |
| **Previous experience**  * Experience of working in a sales and/or customer service role * Experience of analysing data from a range of sources * Experience of dealing with enquiries using a range of communication methods   (These can be in the context of academic experience as well as work experience) | D |
| **Special Attributes:** Exceptional attention to detail; high levels of accuracy |  |
| **Additional**  You may be required to evidence the essential criteria in your application, and if successful, at interview. Additionally, you may also be required to complete online tests, exercises, scenarios and/or psychometric testing. Details of this will be provided if you are successfully shortlisted for an interview. |  |

To apply, please send in your CV and a covering letter, (maximum two sides of A4) explaining why you think you would fit the role to: [appointments@inclusiveboards.co.uk](mailto:appointments@inclusiveboards.co.uk)

Your cover letter is an important part of your application and you will not be considered for a first stage interview without one, explaining your suitability to the role.