

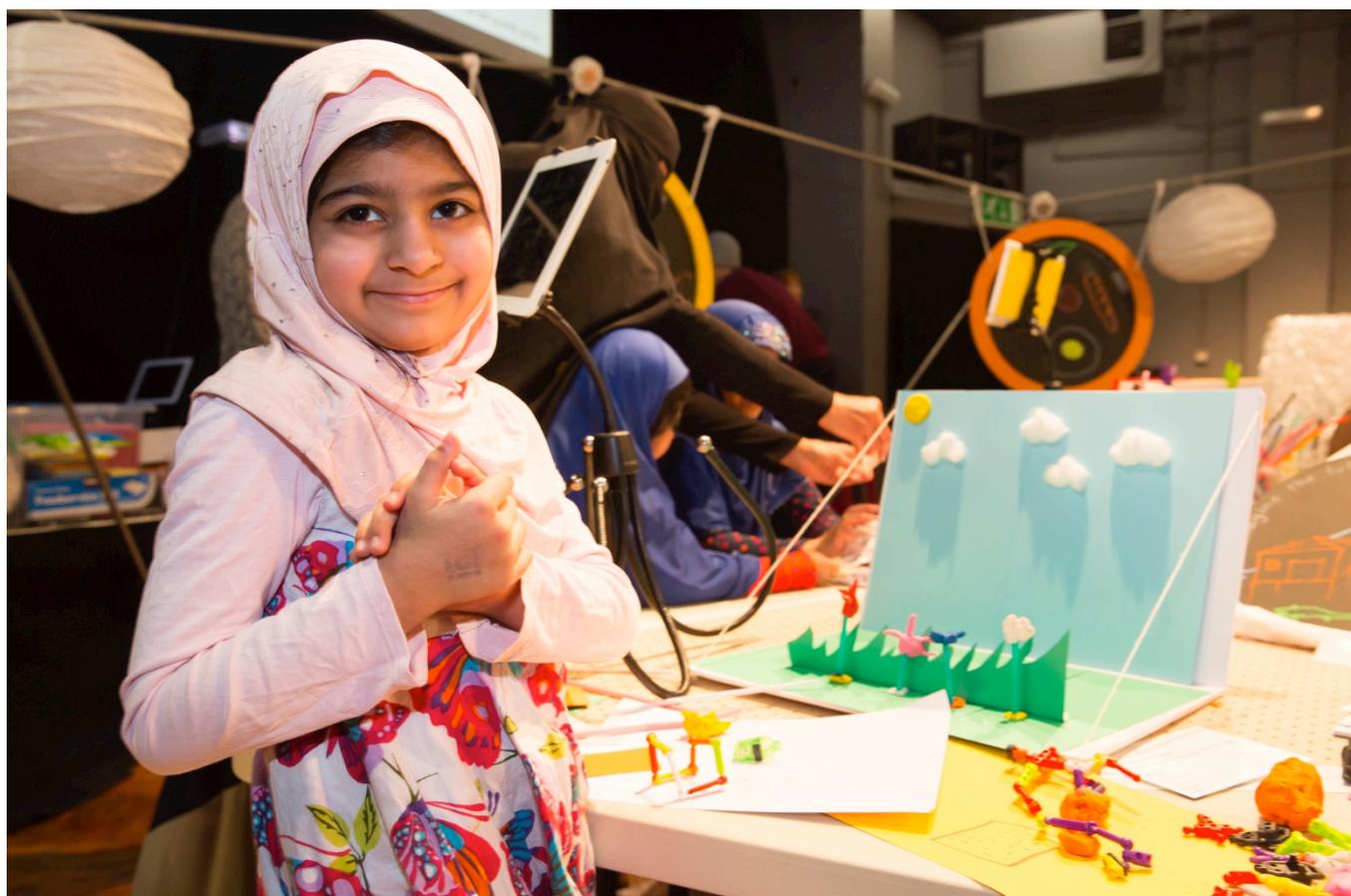
Job Information Pack

Job title: Team Assistant

Team: Office support

Location: Central London

Reference: OF1601



Team Assistant Job Ad

£18,000 – £20,000 (dependent on level of experience)

Permanent

35 hours per week

Central London

From the first mark on a cave wall to the first footsteps on the Moon, our greatest developments have begun with leaps of someone's imagination.

The Institute of Imagination (iOi) is creating a new kind of space for imaginations to grow. A world-class cultural destination in London that puts children at its heart. And a place for families to make, play, create and explore together.

An inspirational and diverse Board of Trustees and Advisory Board support us, and our enviable list of Patrons is packed with world-renowned experts and advisers. We are now looking for a motivated, diligent and imaginative Team Assistant to join us.

Could it be you?

You will be part of a growing and ambitious team and will assist them on everything from communications to children's workshops.

The focus of your role will be on ensuring the team has the administrative support they need to reach our shared goals. You will have a varied workload including research, event support and report production, as well as day-to-day tasks like processing invoices and database management.

If you are seeking to develop a career working with innovative, impact-led charities this could be just the opportunity you've been looking for. If you have excellent communication skills, are highly organised with a keen eye for detail, have excellent IT/digital skills and can use your imagination then we'd love to hear from you.

To enquire about the role please contact Kathryn Wilson, Office Manager. To apply please send your CV and a covering letter to Kathryn by 9am, Monday 11 April 2016.

kathryn.wilson@ioi.london

020 7494 9153

Institute of Imagination

2nd floor, 18 Broadwick Street, London, W1F 8HS (moving to Second Home, Shoreditch in June 2016)

Institute of Imagination Team Assistant Job Description

Context and background

Every child is born with the capability to imagine – bursting with curiosity, wonder and an unquenchable thirst for knowledge. But children today have less time and space than ever to flex their imaginations.

The Institute of Imagination (iOi) is creating a new kind of space for imaginations to grow. A world-class cultural destination in London that puts children at its heart. And a place for families to make, play, create and explore together.

To bring the Institute of Imagination to life, we're working with experts, teachers, parents and – most important of all – children. All united by the belief that imagination matters.

Our current focus is on delivering our Imagination Lab programmes – outreach activities in schools, communities and from a fixed Lab space – in addition to our primary goal of securing a prime site for the iOi campus.

We have a strong core team (see <http://www.ioi.london/people-category/delivery-team/> for details) and are now seeking to build our support capacity to ensure the team have the administrative support they need to deliver our ambitious goals for children and their families.

Job Purpose – why do we need you?

- Work with the Office Manager to provide central support that enables core operations to run smoothly.
- Work with the Office Manager and the senior leadership team (SLT) to deliver tailored support to each member of the team including communications, finance, fundraising and experience and learning.

Key internal relationships – who will you be working with in iOi?

- Reports to the Office Manager.
- Liaison with the SLT (CEO, Director of Experience and Learning, Director of Development and Director of Finance).
- Work closely with other team members (Lab manager, Development Manager, Head of Comms).

Key external relationships – who will you be working with outside iOi?

- Suppliers (e.g. Give Clarity in regards to the CRM database or WealthX for prospect research).
- Shared office (Second Home) management.
- Consultants/freelancers.
- Volunteers.

Main responsibilities - what will you do day to day?

1. Manage key financial processes including invoice processing, Gift Aid claims and credit card reconciliation.
2. Manage the database (a Salesforce based CRM), ensuring team members keep their records up to date, reconciling donation data and developing and managing reports that provide relevant insights for the SLT.
3. Take minutes/actions at key internal meetings.
4. Work with the Experience and Learning team to manage the central record of impact data and to maintain a bank of qualitative feedback (stories, quotes etc.).
5. Carry out research to support the team's activities, including fundraising approaches and communications delivery plans.
6. Support the creation of engaging and effective communications (letters, emails, blog posts etc.).
7. Maintain the organisation's film and image bank.
8. Act as the key contact for relevant suppliers, ensuring appropriate agreements are in place and that goods/services are delivered as agreed.
9. Ensure the team has the resources they need including ordering and managing stationary supplies and managing our stock of printed materials.
10. Act as a central point of enquiry, answering the main office phone number and reviewing emails to the central email address.

Person specification – what are we looking for?

Essential

1. Highly motivated with desire to build experience and gain new skills.
2. Adaptable and flexible, able to remain calm and work effectively in a creative and fast changing environment.
3. Team player with proven ability to build strong working relationships.
4. Excellent written and verbal communication skills and ability to tailor your approach to your audience.
5. Excellent numerical skills.
6. Proven ability to organise and plan own workload, identifying conflicting demands and establishing clear priorities in order to meet agreed objectives.
7. Demonstrable attention to detail and ability to maintain accurate records.
8. Strong working knowledge of Microsoft Office (Word, Excel, PowerPoint and Outlook).
9. Passion for the mission of the Institute of Imagination.

Desirable

10. Demonstrable interest in children's development.
11. Proficiency in using a CRM package.
12. Experience of using other digital tools such as social media (Twitter, Hootsuite, Facebook etc.) and project apps (e.g. Slack).
13. Experience of developing filing systems and other office processes.

Application process – how do you apply?

Candidates should send their CV, full contact details, and a cover letter outlining their experience and suitability for the role (referring to the person specification) to kathryn.wilson@ioi.london.

Closing date: Monday 11 April, 9am

Interviews: Thursday 14 April

For more details about the Institute of imagination, please visit www.ioi.london.

Terms and conditions of employment

- £18-20,000 per annum (prorated for part time)
- 35 hours per week
- Permanent contract
- To be based at office in Soho, then Second Home in Shoreditch from June 2016
- Childcare voucher scheme
- Annual leave entitlement: 28 working days per annum
- Part of the workplace pension auto enrolment scheme

