

## SOIF Administrator

**Remote working | up to 37.5 hours per week (preferably full-time)**  
**| £12.50-£17.50 per hour**

School of International Futures (SOIF) is a young, dynamic not-for-profit organisation expanding quickly, *focused on making the world a better place in the future and passionate about the work we do.*

We are looking for a highly-organised, energetic administrator to support our work with international governments, NGOs and businesses to create better futures.

Our current work locations are London, Brussels and San Francisco; we will expect you to work remotely with scope to define your working hours. Find out more about us at: <http://www.soif.org.uk>

### ***What we are looking for***

The ideal candidate will be experienced in handling a wide range of administrative and organizational support tasks and able to work independently. You must be reliable, efficient, process driven, well organized, flexible, and enjoy the challenge of supporting a small, fast-moving and growing team in a dynamic environment, sometimes under pressure. Initial focus in 2017 will be on developing more effective administrative and back-office systems for a small and agile virtual company. Once this has been done, focus will then move to coordinating our SOIF2018 retreat.

### ***Responsibilities (up to 37.5 hours per week)***

*1. Back-office and administrative support. Build and develop SOIF's basic HR/finance/Knowledge management and other back office systems as we grow to help the efficient running of the company. Provide high-level administrative support to the two Directors and wider support to the company's growing portfolio of associates.*

- Put in place a system to arrange weekly, monthly, governance meetings, ensure that we take accurate minutes and track actions from meetings.
- Run and develop existing Finance systems – preparation of invoices, tracking payments and reconciliation, using Xero, working with the Accountant.

- Run and develop existing basic HR systems – manage and file Short Term contracts, building on existing policies and procedures for work with associates, knowledge management and support to associates, help us set up systems so we can employ employees as well as contractors, identify resource needs and ideas for improvement.
- Overseeing other policies, including our process for accrediting to the Institute of Leadership and Management (70% of the way there), knowledge management, intellectual property management if necessary, identifying other processes to help us scale up.
- Support, and develop ideas for improving, management duties of the Programme and Research Director and the Founding (e.g. Database management).

## *2. Administrative co-ordination of SOIF retreats and events*

During 6 months of the year you will have duties managing the administration and logistics of the annual SOIF retreat - 5-day residential events for 40 participants. You will liaise with speakers and participants and be responsible for all administration to ensure the smooth preparation and running of the events. In addition, SOIF occasionally organizes events in the UK and beyond throughout the year. You will help with the logistics of these events where necessary.

### **Qualifications**

- Self-starter, attention to detail and able to work to tight deadlines
- High level of proficiency in Microsoft Office and Google docs/sheets and in possession of a computer/laptop equipped with the latest programs
- Strong events coordination experience
- Fluent English-speaker and excellent written English (additional languages a bonus). Excellent communication skills, including with senior stakeholders across public and private sector
- Good experience working in back-office functions

### Desirable

- Working in a start-up environment
- Experience establishing HR, legal, finance systems



## ***Application***

We are looking for the right candidate who can start before 1<sup>st</sup> October. An initial 6-month contract is preferred with the possibility for extension.

Interested candidates should submit a detailed covering letter and CV, plus any relevant writing samples to: [kathleen@soif.org.uk](mailto:kathleen@soif.org.uk) by 21 September 2017. Interviews will be held at the end of the month.