



Terms of Reference

TITLE	ADMINISTRATION COORDINATOR
TYPE	Part-Time (minimum 2.5 days a week, 20 hours a week) with possibility of extra hours. The position may become full-time dependent on business growth.
LOCATION	Primarily home-based – Bath, Bristol or London One day a week face-to-face meeting in homebased location.
ROLE DESCRIPTION	The administrator will support the Managing Director with the day-to-day running of the company and provide administrative support to lead consultants on current and future projects.
The Operations Partnership (OP)	The Operations Partnership (www.theoperationspartnership.com) is a profit-for-purpose business for the charity sector. We supply management consulting and human resources for deployments to the international humanitarian and development sector. Our work is global and supports governments, UN and charities in complex operating environments including emergency response. As a new organisation, we are learning as we build and, as such, are looking for flexible people willing to go the extra mile to ensure we deliver for our clients. The candidate for this job would join a diverse team of sector experts ensuring the backroom functions that support their work runs efficiently and effectively.
TASKS	<p>Opportunity Monitoring and Tracking</p> <ul style="list-style-type: none">• Managing and maintaining up-to-date Contract and Opportunities tracker• Managing and maintaining electronic filing system (e.g. DropBox) <p>Recruitment and Hiring</p> <ul style="list-style-type: none">• Issuing New Opportunity alerts to consultant database• Supporting Lead Consultants and Managing Director with interviews of potential consultants• Preparing consultant contracts for authorisation and signature, and issuing as required <p>Project Administration Support</p> <ul style="list-style-type: none">• Monitoring, tracking and preparing client contracts and invoices for payment• Receiving supplier / contractor invoices and preparing relevant bills for payment• Filing invoices and bills as relevant• Making and managing travel itineraries and bookings for consultants as required <p>Company</p> <ul style="list-style-type: none">• Contracting and invoicing as required and requested by the Managing Director• Monitoring and renewing relevant company insurances and policies• Drafting and/or contributing to company-wide policies as required• Updating and tracking expenditure through our accounting system (Xero) <p>General</p> <ul style="list-style-type: none">• Hosting weekly team skype calls and compiling meeting minutes as required. These take place on a Friday morning.• Managing and Maintaining company-wide systems<ul style="list-style-type: none">○ Toggl (time tracking system)○ Mailchimp (consultant database)• Supporting the Managing Director as required in the day-to-day running of the company.



REQUIREMENTS	<p>Attributes</p> <ul style="list-style-type: none">• Excellent oral and written communication• First class interpersonal skills with the ability to engage, build rapport and trust with candidates and employers alike• Self-motivated and results driven• Team-worker, collaborator and flexible to change• First class time management and organisational skills <p>Skills & Experience</p> <ul style="list-style-type: none">• Experience of working as a business administrator in a contract-driven or commercial enterprise.• Highly proficient on data management, including varied database formats, Excel, and sales-based systems.• Demonstrable experience of working to deadline and output driven culture.• Working knowledge of management of sensitive information.• First class IT skills with particular knowledge of Microsoft Office Packages including Word, Outlook and Excel, including ability to extract reporting from database and Microsoft Excel.• Basic accounting knowledge (preferably knowledge of Xero)• <i>(Desirable) Bookkeeping skills.</i>• <i>(Desirable) Proficient in varied electronic systems, in-particular ToggI</i>• <i>(Desirable) experience of working within the international humanitarian and development sectors)</i>
START DATE	July/August 2019

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