

Thank you for your interest in the role of Administration and Events Assistant.

This is an exciting time to join The Equality Trust as we develop our projects in mental health inequalities, youth work, corporate governance and continue our role as co-secretariat to the All Party Parliamentary Group on Poverty and European and UK convener of the global Fight Inequality Alliance. You will be working with the Executive Director and her team to support the organisation to develop and deliver effective campaigns and there will also be opportunities to get involved in different aspects of The Equality Trust's work.

The Equality Trust is committed to diversity, equality and inclusion in recruitment. We know that organisations with a diverse team perform better for their beneficiaries, and we seek applications from all those qualified to full the role. We do not believe that a degree or equivalent is a necessary requirement for our roles. Our offices are wheelchair accessible, and we can provide reasonable adjustments to enable access to interview for suitable candidates.

Employment details

- Salary is £19,200 per annum plus 6% employer pension contribution (rising to 7% employer contribution and 1% employee contribution from April 2019) and access to childcare vouchers.
- The post is initially for 10 months, with the possibility of an extension.
- This post is full time, 35 hours per week.
- The Equality Trust supports flexible working and is willing to discuss how working days/hours can be arranged to suit the needs of both The Equality Trust and the post holder.
- Holiday entitlement is 25 days per year plus statutory bank holidays.

To apply, please send a CV and covering letter, which addresses each point of the person specification below in order (each document to be no more than 2 A4 sides, 12 point font) to info@equalitytrust.org.uk

CLOSING DATE FOR APPLICATIONS: Monday 28th January, 5pm

INTERVIEW DATE: Wednesday 6th February (interviews to be held at Resource for London)

If you have not heard from us by Friday the 1st February, please assume that your application has not been successful this time.

Job Description

Principle accountabilities

- Support liaison with our partners Child Poverty Action Group in the co-secretariat of the All Party Parliamentary Group on Poverty
- Organise events
- Support and assist supporter and donor engagement campaigns

- Manage diary, travel and expenses for the Executive Director
- Answer general queries and respond to supporters and the public
- Deal with speaker requests and the speaker network
- Deal with invoices, finance, supporter and HR administration, including database updates

Person specification

Essential

1. Demonstrable experience of event management
2. Excellent verbal and written communication skills
3. Experience of inputting data
4. Strong organisational skills
5. Able to work on own initiative
6. Flexible team player able to adapt to changing priorities
7. Good time management skills
8. Commitment to The Equality Trust's purpose and values including equality and social inclusion