

Admin & Operations Executive

Job Vacancy

Background

Do you get a buzz from being organized? Are you self-motivated, keen to learn and interested in working for a small, dynamic organisation?

Change & Transformation is a small people-consultancy based at Fusion Hive in Stockton. Our team uses an understanding of people and how they tick to work alongside leaders and managers helping them transform their performance and that of their teams and organisations. Our aim is to make sure our clients are motivated and equipped to lead and can manage and adapt to change as fast and effectively as possible.

Since we started in 2014 we have worked with a range of organisations at a local, national and (very occasionally) international level, including companies, public sector bodies and charities.

We're now looking for someone to join the team who enjoys being busy and wants to get stuck in, to improve the administration, the workload planning and who will enjoy communicating with our various clients. We're often very busy so we need someone who won't shy away from taking a bit of control to make sure we stay on track. This person will have an overview of the work plan, keep the office running smoothly and support the design and delivery of our programmes.

Specification

Your responsibilities will include;

- Communicating with clients to arrange meetings and support projects
- Organising diaries and work schedules
- Booking travel and accommodation
- Coordinating the planning of our work and keeping our project lists up to date
- Managing the office, including electronic and paper filing
- Creating lovely-looking documents and power-point presentations to support our work
- Scheduling social media and pulling together our email newsletter
- Drafting and posting blogs on our website and making minor web changes
- Supporting the design of our programmes through research on leadership, management and change, and developing basic materials and exercises
- Analysing and summarising our client feedback (which we collect at the end of every project as a minimum)
- Analysing and summarising our marketing data (including website analytics)
- Dealing with invoices and using our finance system

You will need to;

1. Be good at organising yourself and enjoy a busy workload
2. Be able to work independently
3. Be open to new ideas and personal development
4. Have good IT and PowerPoint skills
5. Have excellent English skills, including grammar
6. Feel comfortable looking at and understanding data
7. Be the kind of person who likes to take initiative
8. Enjoy communicating with a diverse range of people

If you have these things, then even better (although we can provide training);

- Experience of project management
- Experience of social media
- An interest in people and how they learn and develop
- An understanding of WordPress websites and how to use them

But most importantly you'll need to be positive, a good communicator, a learner, self-motivated and mature.

Salary: £15 000 to £20 000, dependent on experience

There is potential for flexible working within this role. We are also happy to consider someone who would prefer to work part time. And we would be willing to consider providing an apprenticeship to the right candidate.

Application

Deadline for application is 11th September 2019.

We are keen to fill the post ASAP so will interview sooner if possible and the ability to start immediately would be a bonus!

Please send your CV and a covering letter which includes your response to the questions below to bianca@changeandtransformation.co.uk We're not looking for an essay but we would like to understand how you think. We look forward to hearing from you!

Q1. Tell us a bit about why the job and our organisation interest you

Q2. Tell us about the time you were most busy in your work life (or home life if you're new to the world of work). How did you deal with it, what strategies do you use to organise yourself, what did you learn?

Q3. Tell us about a time you went 'above and beyond' on a project. What did you do? Why did you do it? What was the outcome?

Q4. When was the last time you learnt something new? How did you go about it? What worked in your approach?