

## HR & Office Assistant – Global Action Plan



How to apply	Complete our online application form ( <a href="https://forms.office.com/r/hwXKq4dMT2">https://forms.office.com/r/hwXKq4dMT2</a> ), then send your CV ( <u>max</u> 4 sides A4) with a covering letter ( <u>max</u> 1 side A4) saying what you would bring to the role to <a href="mailto:jobs@globalactionplan.org.uk">jobs@globalactionplan.org.uk</a>
Deadline:	8am Monday 2 <sup>nd</sup> August 2021
Interviews:	Week commencing 9 <sup>th</sup> August 2021
Start Date:	ASAP. Please advise your earliest start date in cover letter.
Salary:	£20,000 - £24,000 per annum depending on experience
Contract type:	1 year contract
Annual holiday & benefits (pro rata):	25 days and UK public holidays 2 duvet days / 2 volunteering days
Hours:	Full time (35 hours/week). We would be willing to consider a part time role for the right person (please mention in your cover letter if you would like this). Core hours: 10-3pm Mon – Fri. Part time staff would be required to work on Mondays.
Work location:	Flexible with the requirement to be able to attend our office as needed - 201 Borough High Street, London SE1 1JA

### About us

Global Action Plan is a charity that helps people live more sustainable lives by **connecting what is good for us and good for the planet.**

We're the people behind Clean Air Day, the UK's biggest air pollution campaign. Tackling air pollution is not only good for the planet but good for our health too.

We're working with young people on new ideas about wellbeing and consumerism; that what makes them happier will at the same time be better for the planet.

We bring progressive businesses and schoolchildren together to work on ground-breaking projects that develop leaders of future and have a benefit on our environment today.

Through our projects and collaborations, Global Action Plan enables people to see, believe and, crucially, act on the insight that what is good for us is good for the planet.

## We are looking for an Office & HR assistant who will help us change the world

The office and HR assistant will work within the core Global Action Plan team, helping to ensure the smooth running of the organisation. You will work closely with the Head of Operations to support human resources needs and provide office support. You will also work closely with the senior leaders to support work with our Trustees and management teams.

We are happy to consider both graduates/students studying in this space or those with no qualifications but some previous relevant experience. Your main areas of delivery will be:

### HR support

- Assisting with recruitment including candidate selection and correspondence
- Support induction and set up of new staff
- Support safeguarding processes
- Supporting the organisation and facilitation of Learning and Development opportunities across teams.
- Upkeep of HR records
- Work with the operations and culture working group to review and update policies and procedures.
- Act as administrative assistant for key senior working group.

### Office management

- Manage incoming calls and emails
- Provide general office support, including ordering supplies, maintaining office environment
- Leading on the coordination and planning of two all-staff away days a year

### Team and Executive Support

- Support directors with diary management, coordinate and scheduling appointments and meetings
- Supporting client teams to make events and meetings run smoothly including writing minutes, preparing materials/content, organising and overseeing logistics
- Work with CEO to support trustee induction and record keeping

You will report to the Head of Operations.

## Key skills and experience

We are looking for a passionate, driven and organised individual who wants to work for an organisation with a mission. We are looking for someone with the following:

### Required

- Great organisational skills and real attention to detail
- Strong inter-personal and communication skills with flexibility to address a range of audiences both written and verbal
- Ability to self-manage and be proactive and flexible



- Confident in prioritisation and managing own workload
- Confident using and experience with Microsoft Office and Zoom
- Academic qualifications are not required however in the absence of these previous office-based experience is essential.

**Desirable:**

In addition, the following experience and skills are applicable, although not all are essential for the role:

- An interest in sustainability
- Previous experience of HR
- Previous experience in organising events
- IT skills and confidence

**Is GAP the right fit for you?**

We are looking for someone who will enjoy the fun and mission driven culture at GAP. We take great care to bring in people who reflect our values and who will thrive here.

Value	What this looks like	What we look for
<b>We challenge the norm</b>	Radical change is needed. We dare to think big and re-imagine how we live and work to bring about real shifts in behaviour and tackle systemic issues not symptoms.	People who walk the talk in their personal and work lives. Creativity and passion for tackling big hairy environmental and societal issues. Ability to think big.
<b>We get stuff done</b>	We work hard to have a real impact in everything we do. We aren't happy with talk, we want action, today.	Self-starters who are excited to propose their own direction and priorities - not just receive them.
<b>We share openly</b>	We are honest, straight talking and open. Whether data, ideas, projects or tools we seek to share and collaborate for bigger impact.	People who can see and share their weaknesses as well as their strengths. People who don't hide behind others or jargon. An openness to alternative ideas and points of view.
<b>We look out for each other</b>	We care about the planet and also the people who live on it. We have fun on our mission and make sure that no one gets left behind along the way.	Relationship builders with great networks they can draw on for support and ideas. People who really care about their co-workers and enjoy working and collaborating in teams.

GAP is a fantastic employer with beyond average annual leave, maternity/paternity entitlements, responsibility for change-making projects from day one, and the potential for progression within the organisation to take on additional opportunities to create impact.

If this all sounds exciting and sounds like you, we'd love to hear from you. We are looking for someone who will enjoy the fun and purpose of GAP.