

## Office & Project Administrator

### The role

This role is about providing support to a small, but expert, team (in particular our CEO) supporting the administration of client projects whilst creating a positive and organised working environment, maintaining the upkeep and day-to-day working of our offices in Ardingly and London Bridge. This is an excellent opportunity for the right person. You will often be the first point of contact, so liaising with our senior clients is a key part of the role. You will have plenty of opportunity to develop, grow and become a valuable part of the team and company. We work on some very important and interesting projects and punch well above our weight!

**Salary:** £22k (pro rata) *NB. This is negotiable depending on experience.*

Travel to London paid. Private health insurance offered after 6 months.

**Location:** We are based in Ardingly, with a second office in London, which is a 5-minute walk from London Bridge Station.

**Working arrangements:** 4-5 days per week (9am – 5.30pm). We are looking for someone full time, but happy to consider a 4-day week for the right person. We are looking for someone who can work from both our Ardingly and London offices. Our London offices are in a great location, very close to London Bridge Station on the corner of Bermondsey Street. The split is roughly 50:50, although this is flexible depending on what we have on. Our weeks vary depending on our clients and the projects we are working on at any one time.

### Outline duties and responsibilities

1. You will work closely with the company Senior Co-ordinator and CEO to agree weekly/daily activity and priorities and play a key role in ensuring everyone is on track and delivering their plans
2. Organising the team calendar, booking client meetings/calls/video conferences
3. Supporting the administration for client projects – such as organising Dropbox files, writing minutes, preparing agendas, designing documentation from PowerPoint slides to reports. It is an excellent opportunity for someone who has, or would like to develop their, design and production skills
4. Setting up and preparing relevant paperwork and equipment for meetings
5. Booking off-site meeting spaces including catering requirements
6. Booking and managing the logistics of internal and external events – from client workshops to company away days
7. Organising team travel and accommodation arrangements, preparing travel packs
8. Responding and following up on CEO emails, flagging and tracking actions
9. Providing general support to our CEO - which could include areas that fall outside of The Social Kinetic, such as her role on the board of Women Of The Year and as Chair of The Hospice Biographers charity
10. Ensuring our CEO's time is used wisely and anticipating what she will need, from making sure she eats lunch to thinking about how she can work best when travelling
11. Ordering and maintaining stationary supplies

12. Management of company address books and contacts
13. Tidying and organising the office spaces
14. Supporting the creation and implementation of MailChimp campaigns and our online platforms
15. Supporting our social media

### **Personal Specification**

We work in a fast-paced environment with senior level clients. We are looking for someone with a positive disposition, energy, enthusiasm and a willingness to go the extra mile.

1. Strong computer literacy skills with the ability to adapt to new systems – *robust knowledge of Microsoft Office and someone used to working with Macs and Apple technology is essential. Knowledge of design packages, such as InDesign, Photoshop, would be an advantage.*
2. Confident and comfortable liaising with clients
3. Ideally 6 months or more experience working in a busy office environment
4. Self-driven and proactive with a positive disposition and a can-do attitude
5. Clear and concise written and spoken communication skills
6. Ability to prioritise tasks and use time both effectively and efficiently
7. Able to work well under pressure
8. Collaborative, flexible and supportive
9. Strong people skills, able to build and maintain relationships with both staff and clients
10. Able to work on their own initiative yet not afraid to ask questions
11. Organised and able to join the dots and think ahead
12. An interest and understanding of Social Media
13. Experience in designing PowerPoint/Word documents a bonus

As we are a small team, finding the right person is important. You will be a highly valued member of the team and we love people with ideas and skills to bring to the table.

### **Who we are**

The Social Kinetic are an engagement agency specialising in design thinking. We help ambitious leaders, in the healthcare and technology sector, to re-imagine what's possible, and help organisations design change programmes. We help them build understanding, educate, inspire and influence their audiences. We support them in engaging meaningfully and implementing change. We create strategies, engage communities (locally, nationally or internationally), build partnerships, change behaviour, create dialogue and tell stories. We connect the cultural, social and emotional context with the people, policies, places and perceptions.

### **We do this in three ways:**

1. **Socialnomics:** The combination of design thinking and engagement to co-produce strategies, products and services. This takes a holistic view of the world, engages the people who matter and brings clarity, value and impact to achieve client ambitions.

- 2. Kinetic Results:** Developed in partnership with Rapid Results Institute, we bring people together to innovate, collaborate and deliver solutions to critical social challenges in 100 days. This approach unleashes entrepreneurial energy and achieves remarkable results.
- 3. 3D for human-centred change:** By using our 3D tool we help clients achieve shared vision and purpose, understand how ready they are for change and develop a collective plan with buy-in. 3D reduces risk and wasted time whilst improving quality, morale and commitment.

## Working with us

We are fun, creative and clever, and embrace critical thinking. We also think of you as a partner. Our aim is to bring together teams offering a fresh perspective to our clients.

So, it's essential you have an:

- Interest in current affairs and corporate social responsibility
- Interest in issues such as health, the arts and social justice

We believe people do their best work when they are doing things they love. This means we aim to help you develop in areas you are interested in. We value all opinions, so be prepared to share yours!

You will join a small, expert and growing organisation, working at a senior level on some of the most interesting and exciting projects in the sector, which take a joined up approach to:

- Stakeholder relations and change programmes
- Organisational and engagement strategies
- Policy development
- Insight/research projects
- Branding and communications (including media, internal communications)
- Film and collateral production
- We are humans too, and because we spend most of the day around each other, we like good grub, have a real sense of humour, have a social conscience and some of us are definitely culture vultures.

## Our clients

We work at board level with the NHS, commissioners, providers, public sector, government, private sector, and national bodies. We have our sights set internationally too and plan to diversify.

### What next?

Please send your CV and cover letter to [grace@thesocialkinetic.com](mailto:grace@thesocialkinetic.com) by **Friday 20<sup>th</sup> October**.

Please let us know in your cover letter what attracted you to this position, your relevant skills and experience as well as your current working commitments and notice period.