



JHub Office and Events Assistant West Hampstead, London

JHub is an operating programme of Pears Foundation. We aim to be a model of faith-based values in action by providing a vibrant space for organisations that share our aims and values, to:

- work, meet and learn.
- receive high quality training.
- benefit from thought-leadership around positive faith identity.

JOB DESCRIPTION

JOB TITLE:	JHub Office and Events Assistant
REPORTING TO:	JHub Director of Programmes and Operations
SALARY:	£22,000-£24,000
LOCATION:	JHub, Haskell House, 152 West End Lane, London, NW6 1SD
HOURS:	35 hours a week. Monday – Friday (9am-5pm)
ANNUAL LEAVE:	24 days (including 4 days that must be taken when the office shuts between Christmas and New Year), plus the 8 statutory bank holidays

PURPOSE OF ROLE

- ▶ **Administrative Support:**
 - Maintain office systems and assist JHub staff with all administrative needs
- ▶ **Hosting and Events:**
 - Welcome visitors to JHub
 - Provide logistical and administrative support for all JHub events
- ▶ **Communications Support:**
 - Assist with JHub internal and external communications

SPECIFIC RESONSIBILITIES

Office administration

- ▶ Undertake general office administration (eg room bookings, parking permits, post, filing, updating guest wifi, ordering and maintaining office/kitchen supplies)
- ▶ Support senior staff to implement and maintain policies and procedures for the effective operation of JHub (eg financial administration, liaising with IT provider, collating data for trustee reports, maintaining contact database and complying with Data Protection requirements).
- ▶ Be the first port of call for resident organisations, signposting them to the appropriate address, carry out induction of new resident employees and ensure paperwork is filed correctly (with support of Director or Programmes and Operations where necessary)
- ▶ Ensure the office environment is tidy, organised, and compliant with building Health and Safety policies

Hosting and Event Organisation

- ▶ Provide support for all JHub events (eg training seminars, lunch meetings, special events). Tasks will include, but are not limited to: room booking, logistics for speakers/trainers, ordering catering, setting up rooms in a safe and timely manner (moderate manual handling of furniture will be required), meeting and greeting external guests, mail outs to participants, preparing training resources, setting up basic IT, processing event feedback forms.
- ▶ Act as the first port of call for all general enquiries and visitors to JHub (either by phone, written communication, or in person), directing people as appropriate.

JHub Communications support

- ▶ Maintain JHub and JDOV websites as directed
- ▶ Publish pre-scheduled and agreed social media posts for JHub and JDOV on the relevant platform
- ▶ Circulate regular 'JHupdate' internal newsletter
- ▶ Monitor JHub, JHub resident and JDOV press coverage and collate for annual reporting.

Other

- ▶ Carry out any other duties commensurate with the general level of responsibility of the post

PERSON SPECIFICATION

QUALIFICATIONS

Essential

- ▶ Educated to degree standard or equivalent

EXPERIENCE

Essential

- ▶ Experience of coordinating events (voluntary and/or paid)
- ▶ Experience of maintaining and updating Wordpress website content

Desirable

- ▶ Experience of working in an office environment
- ▶ Experience of having worked for (or an understanding of how) a small organisation operates
- ▶ Experience in a customer facing role (either paid or unpaid)
- ▶ Some experience with basic project management
- ▶ Experience of using social media in a professional capacity

SKILLS

Essential

- ▶ Excellent organisational skills with the ability to manage multiple deadlines
- ▶ Excellent interpersonal and communication skills (written, verbal and online)
- ▶ High level of IT competence and excellent knowledge of Microsoft Office suite, in particular Wordpress, Word, Excel, and Outlook
- ▶ Ability to engage professionally with external contractors, service providers, etc

Desirable

- ▶ Understanding of basic health and safety legislation and procedures including First Aid
- ▶ Ability to maintain office administration systems, financial procedures and database management systems

PERSONAL QUALITIES

- ▶ Ability to work as part of a small staff team in an open-plan office environment
- ▶ Ability to build effective relationships with people across and outside the organisation
- ▶ Ability to handle confidential and sensitive information and be discreet about the affairs of JHub and its staff
- ▶ Displaying a positive attitude, while taking initiative and problem solving where necessary

VALUES

- ▶ Empathy with and commitment to the values of JHub and the desire to work with a range of organisations and good causes.

HOW TO APPLY

Apply by submitting your CV and a cover letter to recruitment@jhub.org.uk. Your cover letter must tell us:

- ▶ Why you are interested in the role
- ▶ How you meet the person specification listed above

Closing date: 29 June 2018