

ASF-UK Remote Office Administrator

Reports to: Management Committee

Part-time: Normally 1 day/week (7 hours per week), depending on workload

Contract: Home-based, ongoing freelance (1 year min)

Payment: £13.50 per hour

Probationary period: 4 months

Termination: 4 weeks

Starting date: As soon as possible

Architecture Sans Frontières –UK (ASF-UK) wishes to appoint a part-time Administrator to provide comprehensive administrative support to the organisation. In consultation and close collaboration with the Management Committee, the post-holder will assist with communications, governance and finance activities to support the day-to-day running of the organisation.

About ASF-UK

ASF-UK is a non-profit organisation that uses community-led design and planning to create fairer cities. Our work centres around the development, use and dissemination of processes and methods for community-led design and planning. We place a strong emphasis on building equitable partnerships with a broad range of organisations so that together we can take community-led development to scale in urban policy and practice. We work both in the UK and internationally and some of our longest-standing partnerships have been in London, Cape Town and Freetown.

About You:

This is an opportunity for a dynamic individual who is flexible and can work independently to support our volunteer Management Committee and Trustees. Candidates should be based in the UK with good experience using Google Suite, website administration, social media, and supporting events and organising meetings. Additional skills in financial record keeping and governance for small charities are welcome.

DUTIES TYPICAL OF THE ROLE

General:

- Serve as the primary point of contact for the Management Committee, Trustees, and Associates.
- Manage digital services used by the organisation, including Google Drive, WhiteFuse, Miro, and Canva.
- Establish and maintain filing systems in Google Drive and address technical issues as needed.
- Coordinate important meetings and maintain the organisation's calendar of events.

Communications:

- Monitor and respond to emails in the admin@asf-uk.org account and handle general inquiries.
- Maintain ASF-UK's websites and blogs.
- Maintain social media accounts by creating and scheduling posts.
- Send newsletters using the WhiteFuse system.

Governance:

- Support the Management Committee in the annual governance processes, such as producing the Annual Report, conducting Associate appraisals, and organising the Annual General Meeting.
- Coordinate and follow up on the Annual General Meeting, liaising with Members, Associates, and Trustees for a seamless event.
- Manage new and existing members, including sending welcome emails and overseeing membership renewals.

Finance:

- Assist the organisation's Remote Financial Administrator in financial management.
- Process overhead payments for expenses like website maintenance and insurance.
- Prepare and send invoices.
- Collaborate with the Financial Administrator, Management Committee, Trustees, and accountants to ensure transparent and efficient financial administration.

HOW TO APPLY

To apply, please send an expression of interest to management@asf-uk.org with a cover letter no longer than 300 words explaining your interest in the role and what you can bring to the position, along with a brief CV. The deadline for Associate applications is end of day on Monday 18th March, 2024. If we are unable to fill the position from within the organisation, we will advertise it externally.

Your expression of interest (CV and cover letter) should:

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- Highlight relevant experience in general administration.
- Highlight relevant experience in communications, including website maintenance and social media accounts.
- Highlight relevant experience in working with diverse groups with different backgrounds, identities, languages, and education.
- Outline what you will bring to the position to make it a success (organisational development).
Outline what you hope to achieve by taking on this position (personal development).

Applications will be assessed using the following criteria:

- The relevance of the applicant's skills and experience to the post (50%)
- The potential for the role to build organisational capacity (30%)

- The potential for the role to support personal/career development goals (20%)

The assessment of EOIs will be conducted by a panel comprising one Trustee and two members of the Management Committee.