



ASF-UK Remote Office Administrator

Reports to: Management Committee

Part-time position: 1 day per week (7 hours). Possibility of additional hours based on workload.

Contract type: Home-based freelance role with a minimum commitment of 1 year.

Payment: £13.50 per hour

Probationary period: 4 months

Termination: 4 weeks

Starting date: As soon as possible

We are seeking a part-time Administrator to deliver comprehensive administrative support to ASF-UK. Working closely with the Management Committee and Finance Administrator, the successful candidate will play a vital role in assisting with communications, governance, and finance tasks to ensure the smooth operation of the organisation.

About us

Architecture Sans Frontières –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 administration 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.
- Collaborate with the Financial Administrator, Management Committee, Trustees, and accountants to ensure transparent and efficient financial administration.

HOW TO APPLY

To apply, kindly send an expression of interest to b.decarli@asf-uk.org with a cover letter not exceeding 300 words, detailing your interest in the role and the value you can bring, along with a concise CV. The application deadline is the end of the day on Tuesday 21st May 2024.

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

- 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).

Shortlisted candidates will receive an invitation for an online interview. Interviews are expected to take place during the week starting Monday, 27th May 2024.