

Engage  Britain

Team PA Application Pack
Job Ref: EBPA008

Dear Applicant,

We are delighted that you are interested in joining Engage Britain. This is an exciting charity with funding to allow us to plan over a five-to-ten-year period.

We are building up our team and have already made appointments in various areas including communications, digital, projects and operations and are now looking for an exceptional Team PA to join us.

Engage Britain has been set up to bring together people from across the country to find ways forward on the biggest challenges we face; challenges that affect everyone. We know that things like access to health and care services, how we recover from the effects of Covid-19 and ensuring opportunities for families living in poverty are hugely important, and that issues like immigration may split opinions. Sometimes challenges of this scale feel unsolvable; too big or too divisive to tackle. But we think the opposite. We believe that the people of Britain can and will come up with ways forward, by working together, trusting each other and learning from others.

Engage Britain will bring people together to share their skills, knowledge and experiences, and find answers to these challenges. But we won't stop there. We'll then work with people – communities, citizens, practitioners, politicians – to make these ideas happen. Ultimately, our ambition is to make Britain a better place for us all to live.

We are a flexible employer and welcome applications from candidates who might want to work flexibly. We are particularly interested in hearing from candidates who are based across the UK.

If, having considered this brief, you believe you have the skills and qualities we are looking for, we very much look forward to hearing from you.

Julian McCrae
Director



About Engage Britain

Our approach

Engage Britain will put people at the heart of policy development, ensuring that those who are affected by policies can contribute their knowledge and experiences to their creation. Great ideas come from combining our different views, knowledge and experiences, so we'll bring people together to talk and listen. Where voices have been excluded or unheard, we'll make sure we're all equally involved in finding answers. Where the problem is rooted in our differences of opinion, we'll work together to build on the things we agree on.

As ideas emerge, we will test these ideas, learn from and re-test them until everyone is confident they will make a positive difference. And then we'll work together – with citizens, practitioners, communities and politicians – to make them happen and use them to improve people's lives.

Our differences are not something to be feared; our differences will enable us to create imaginative, practical and radical answers to the problems our country faces.

Our work

How we approach the challenges our country faces needs to change – and fast. We believe that the people of Britain hold the answers. In local communities across our country, people are already providing radical, simple answers to tackle seemingly impossible problems. We need to transfer this energy and ingenuity to tackling the challenges facing the entire nation. The people of Britain understand the challenges we all have, and great ideas come from combining our different views, knowledge and experiences. By working with and learning from each other, we can together develop new solutions to our greatest challenges and make Britain a better place for us all to live.

In 2020, Engage Britain will start work on our first challenge. 'Health and care' has been identified as the top challenge facing the country through work Engage Britain has done with a variety of audiences. Our success will depend on those directly affected by the issues being central to our work. We will work in partnership with service users and practitioners, and with think tanks, advocacy organisations, academics and others in the health and care sector. At each stage of the project we will test emerging solutions with members of the public, practitioners, experts, politicians and policy-makers, so we ensure that they have mass appeal, are practical, implementable, affordable, and have political traction.

Our vision

Within three years, Engage Britain will:

- Have proved the power of a new approach to policy making, with people engaging with each other to develop ways forward
- Have developed credible and inclusive ways forward, and have worked with others – whether charities, practitioners or the public – to bring them about
- Be at the centre of a network drawn from every level of society – people who share an interest in making Britain a better place for us all to live

Find out more

You can find out more about us at <https://engagebritain.org/>

Role profile

We are looking for a dynamic Team PA who has previous administration/PA experience and is able to support multiple members of staff. The person will join at a time of organisational growth and development so we are looking for someone to come in and be comfortable with juggling a wide range of tasks in a fast-paced environment.

Job Description

- Provide administration support to the whole organisation where appropriate including meeting arrangements, travel and events
- Provide effective diary support to members of the senior management team and support the directors with tasks as they may arise
- Provide support to project teams including assisting with the coordination of activities and helping to keep project tracking systems up to date
- Work closely with the wider team to ensure the CRM database is kept up to date
- Assist with scheduling social media posts and circulation of key media mentions to the wider organisation in an agreed format
- Support the Director of Finance & Operations and Office Manager on tasks including, but not limited to, room and venue bookings, office/equipment orders, recruitment logistics and planning of team days
- Take actions and minutes at team meetings where appropriate
- Provide reception support including answering and filtering calls and monitoring of general inboxes where required.

This job description is a broad summary of the role; it does not cover every task which may arise within the post at various times. The postholder will be expected to work flexibly and carry out other duties as required from time to time. The role will also entail some travel, within the UK.

Person Specification

Please note that we expect candidates to demonstrate some, but not all, of the below capabilities:

Experience and Knowledge

- Previous PA experience, preferably with supporting multiple team members
- Demonstrable experience of undertaking general administration tasks
- Experience of using a CRM database system

Skills

- Excellent interpersonal skills and the ability to communicate effectively and professionally with internal and external stakeholders
- Strong written skills with comprehensive knowledge of Microsoft Office and Office 365 applications including Teams, Outlook, SharePoint, Word and Excel
- A proactive approach to work and the ability to prioritise your own work
- Exceptional time management, multi-tasking skills and the ability to maintain high standards at all times

Behavioural

- Embraces an open culture and communicates well internally and externally
- Willingness to develop an active interest and get involved in wider organisational activities
- Team player
- Ability to form positive working relationships with a range of stakeholders

- Ability to work in a high paced changing environment
- Demonstrable passion and commitment to Engage Britain's mission and values

Further information

Who can apply:	Applicants must be able to and be entitled to work in the UK and either i) be from the EU or European Economic Area (EEA) and have an entitlement to work in the UK or ii) already hold a relevant work visa
Key dates:	Closing date: Thursday 8 October 2020, 09:00 BST Interviews: Mid-late October (these include first and potential second round interviews)
Start dates:	The start date will be as soon as possible following any notice period
Terms:	The successful candidate will join on a permanent contract subject to a three-month probationary period
Salary:	The salary will be up to £33,000 FTE and will be dependent on experience
Benefits:	Engage Britain has a pension scheme which you will be auto enrolled onto when you start your employment with the company. The contribution is a minimum 5% from employees and a fixed 5% from the employer
Working hours:	Standard working hours are Monday-Friday (09:00-17:30) 37.5 hours a week. However, you will on occasion be required to work outside of these hours Engage Britain also welcomes applications from candidates who may wish to work part-time or flexible hours
Location:	We welcome applications from candidates based across the country. Our office is in London and we are open to a flexible location arrangement
Annual leave:	Annual leave is 30 days in addition to the usual bank holidays. Annual leave and bank holidays will be pro-rated for non-full-time posts
Equal opportunities:	Engage Britain is committed to ensuring that all job applicants and employees are treated equally and fairly. We also welcome and encourage applications from a range of backgrounds Engage Britain collects equal opportunities monitoring information with applications. This information is anonymised and is only for monitoring purposes
How to apply:	To apply for this role please click here . You will be taken to the Beapplied online recruitment platform to complete your application. The system will also ask for you to attach your CV (please do not send CVs separately)
Contact details:	If you have any further questions about the role, please email: recruitment@engagebritain.org and a member of staff will be in touch