**Office Administrator/Assistant to the Director**

**The Institute of Race Relations**, an educational charity and company limited by guarantee, is looking for an office administrator-cum-assistant to the Director. The IRR is an internationally known organisation which carries out research and produces pioneering and unique analyses of ongoing ‘race’ issues to strengthen learning and provide ammunition to those groups combating injustice and racism. The organisation has 3 fulltime and 2 part-time staff and a team of dedicated volunteers, publishes the quarterly *Race & Class*, a fortnightly online news service, briefing reports on Britain and Europe and initiates and supports campaigns to counter new forms of racism.

**The post:**

We are looking for a key individual to help maintain the smooth-running of the organisation. This is essentially a new post for IRR. Till now all staff members have been primarily engaged in the research, writing and publishing aspects of the organisation – with internal administration coming a poor second. We now find, especially as we are changing the IRR’s priorities and need to plan to preserve the long-term viability of the organisation, we require a new kind of staff member.

The IRR, by virtue of the work it addresses (<http://www.irr.org.uk/>) provides a stimulating and varied working environment.

We are seeking for someone with proven administrative experience, enthusiasm for organisation, an eye for detail and the ability to manage a varied workload and prioritise a range of tasks. The work will involve:

**Taking responsibility in the following areas**:

* Dealing with correspondence and messages for the director and other PA duties as required
* Maintaining data bases of members, subscribers, board members, invitees to seminars/meetings
* Preparing and disseminating papers for Board and General meetings
* Updating information about IRR on website
* Managing production of Annual Report
* Keeping up to date on legislation that affects employees and commitments under Company and Charity law, liaison with auditor, Charity Commission and Companies House
* Taking on role of Health and Safety Officer and record keeping of any accidents (we would provide training in First Aid). This would include overseeing and implementing fire safety procedures.
* Ensuring the maintenance of office equipment, attending to contracts on phone, power, alarm and fire safety and other supplies, up-keeping building fabric, liaising with outside contractors, ordering general consumables as needed
* Making staff travel arrangements
* Attending to general office routines – filing, copying, dealing with incoming and outgoing post (also undertaken by all staff)

**Assisting other staff in the following areas:**

* Internal staff meetings, organising public meetings and Board meetings
* Responding to day to day correspondence and phoned enquiries from public
* Maintenance of IT provision
* Promotion of IRR’s work on social media
* Attending outside events to promote IRR publications
* Helping in relation to monthly payroll and pension contributions
* Helping in relation to drafting funding applications

**Personal specification:**

Your role is first and foremost to attend to the smooth-running of the organisation and to assist the Director and Company Secretary meet the organisation’s goals. This post would probably suit someone who has had experience working in a small team in education or a campaigning group, who really enjoys managerial tasks and takes pride in organisation, It is essential that you are reliable, responsible, hardworking and efficient. This post would suit you if you are flexible, able to work as part of a small group and have a keen interest in social issues and in world affairs.

(Note, you would not be expected to initially take on the formal roles of Company Secretary, or legal advisor or to determine financial matters for the organisation. But, for a person keen to learn and develop skills, there would be the opportunity for advancement in these and other areas of IRR’s work.)

**Essential skills:**

* Proven administrative experience
* Organisational skills
* Good computer skills, including use of Excel
* Excellent written and verbal skills
* Proven ability to manage workload unsupervised
* A commitment to the social values underlying the aims of the IRR

**Additional useful skills:**

* Marketing experience
* Experience in minute-taking.
* Knowledge of online publishing (Word press) and use of social media
* Basic book-keeping experience and ability to draft simple income and expenditure budgets

**Post:**

This is a fulltime post of 35 hours per week. Salary will be within the scale of £26,000-£32,000 depending on experience. 28 days holiday (including bank holidays). Since this is a new post for the organisation, it will be subject to a probationary period of six months and subject to regular two-monthly appraisals. One month’s notice will be required on either side.

**To apply:**

Please take some time to look at the website and learn about us and our history, the type of research and publishing we do and hence the way in which we try to contribute to racial justice internationally. The IRR is not a conventional NGO in terms of what it produces and whom it serves or in its internal working environment. Ours is often a critical voice, we try to meet unmet needs and pioneer new thinking; we work in an informal atmosphere while always maintaining the highest of professional standards.

If you can imagine this suiting you **please fill in the Application form and Monitoring form. Return the application form to us at** [info@irr.org.uk](mailto:info@irr.org.uk) **with ‘Job Application’ marked in subject area and return the Monitoring form to** [jenny@irr.org.uk](mailto:jenny@irr.org.uk) **marked in subject area ‘Monitoring Form’ by 5pm on Thursday 5 January 2017.**

**Interviews are likely to be held in the week starting Monday 16 January 2017.**