



“This is a great job, as part of a wonderful team, where everyone’s passionate about making a positive difference to the city we love”

We think this, and we hope it’s something you’ll say as well if you come and join us as our **Team Coordinator and Executive Assistant**, acting as the glue in our team and helping to get things done.

So who are we?

We’re at the heart of a great network of over 170 member organisations, focused on funding in London. This includes every local authority in London, City Hall, independent Trusts and Foundations, businesses, social investment organisations and more. Together, our members invest hundreds of millions of pounds every year in civil society through all aspects of London’s life, from arts through to welfare, so that people across our communities can live better lives. We’re the place where funders come together to connect and collaborate, where ideas are generated and acted on, and where people work to ensure that resources are channelled to the right places.

The last year has been our busiest ever. We’ve worked with the funding community to respond to the covid-19 pandemic: coordinating 67 funders in an unprecedented collaboration to distribute over £57m through the London Community Response, sharing insight and intelligence to drive effective and fast grant-making; and bringing over 400 funders together to sign our “We Stand With The Sector” statement in support of civil society at this difficult time. We’ve continued to share learning across the funding sector and beyond: welcoming over 2,800 people to our events in the last year; connecting over 3,200 people to resources and insights about the needs of communities; and publishing sector-leading reports such as “The Power of People, Partnerships and Place” and policy briefings that have reached over 6,300 people. We’ve contributed to policy and practice: speaking to networks from Scotland to New Zealand about collaboration; and sharing data and intelligence to inform the work of crisis response and recovery planning across London, from boroughs up to Number Ten.

We’ve done all this with a really small team – there are six of us (four full-time, two part-time) at the moment – so working effectively with the amazing people across our member and supporter organisations is critical. We’re proud of what we do, and we’ve got ambitions to do even more in the coming years to help create a better London. We need you to come and join us in this important role to help us to make a difference to our city as we navigate the challenges and opportunities ahead.

What do people say about us?

We’re always listening to people to help shape what we do – and we’ve shared a few reflections below so that you can get a better sense of who we are and what we do. You can also see some of their comments and thoughts yourself on our social media (@LondonFunders).

Malene is one of the newer members of the team, having joined us in April 2021 as our Learning, Events and Networks Manager:

“The London Funders team are fantastic to work with – everyone is passionate about making the lives of Londoners better and always have time to give you a helping hand.”

Yvonne Field, the Founder of Ubele, works with us on the London Community Response collaboration, helping to ensure that groups led by Black and Minoritised communities can access funding:

“It has been refreshing to see a partnership of funders that have really put equity at the heart of their approach, and to see that when we work together we can ensure that communities get the resources they need.”

We also asked our members what they'd say about us, with some of their thoughts being:

“London Funders are a small team that achieve big things - thanks for all you do.”

“I think London Funders have been exemplary in the last year - we've been proud to be members, to support where we can, and to learn via the network.”

“London Funders is doing a fantastic job – we are grateful and full of admiration.”

What are we looking for?

We need someone who can be the glue in the team, who can make things happen and help us to deliver our work to a standard we can all be proud of. This role is crucial to us in ensuring that everything runs smoothly – from being the friendly first point of contact for the team, helping to manage our diaries so we use our time effectively, and keeping the office running, through to organising the logistics of our events and supporting our work with our members so that we continue to deliver what's needed for London.

You'll bring your skills and experience at effective office administration to help run our systems – from using programs you'll be familiar with (Microsoft Office software), to others that might be new to you (including Salesforce and QuickBooks) where we can provide you with training and support to use them effectively. Your excellent communication and interpersonal skills will help you to work as part of our small team, as well as with the colleagues in our member organisations you'll be meeting at our events. You'll soon find that no two days are the same, so whilst some elements of the job will be fairly routine (from diary management to taking minutes at meetings), you'll also thrive on the variety of things you can get involved in, using your prioritisation skills to help you stay focused on achieving great things as part of our friendly team.

What can we offer?

Did we mention that we're a small and friendly team, helping to achieve positive change for London's communities? Well, we're also an organisation that's committed to celebrating the diversity of our city – and this translates into our working practices, from our fully accessible office (at the moment we're all working 60% of our hours in the office, alongside flexible and remote working) through to our family-friendly working policies. We're also committed to offering support, training and development so you can thrive in your role – so if there are elements of the job that are new to you, or areas where

you'd like to increase your skills, we can talk about these in your regular one-to-one meetings with your line manager.

Whilst we are a small team ourselves, when we're in the office again you'll find that we're co-located with our friends at the Association of Charitable Foundations and the Funding Network, alongside Toynbee Hall. So there's a bigger group that gives us opportunities to bounce ideas around with colleagues, learn from each other, and ensure that even when you're on your own in our corner of the office there will be other people around.

The salary for the role is £24,000 a year, for 28 hours a week (this is equivalent to a full-time salary of £30,000 a year). On completion of your probation period you'll also be able to access our pension scheme (employer's contribution of 10% of your salary) and our other employee benefits including our Cycle2Work scheme, Life Insurance and Health Cover.

How can you join our team?

If you're interested in the role we just need you to send us your CV, together with a covering letter (no more than two sides of A4) that explains how your skills, experience and knowledge meet the criteria in the attached person specification. We'd also like you to fill in a diversity monitoring form, which will be detached from your CV/letter on receipt, and used to help us ensure that we're reaching the full diversity of London's communities with our recruitment.

The deadline for getting your application to us is **12pm (midday) on Friday 22 October 2021** – we'll be shortlisting that day, and if you're selected for interview we'll invite you in to see us on either **Tuesday 26 or Wednesday 27 October 2021**. When you meet us we'll ask you to do a short test (of your computer and prioritisation skills, you won't need to prepare in advance for this), and we'll then have an interview with you which will also include some time for you to ask us any questions.

When you're ready, send your CV, covering letter and diversity monitoring form to grace.perry@londonfunders.org.uk – you can also contact us on that email address if you have any queries, or call us on 020 7255 4488. We look forward to hearing from you!



JOB DESCRIPTION

Job title:	Team Coordinator and Executive Assistant
Working hours:	28 hours per week
Salary:	£24,000 a year (this is equivalent to a full-time salary of £30,000 a year)
Responsible to:	Projects, Operations and Data Manager

Purpose of role

The Team Coordinator and Executive Assistant is responsible for:

- ensuring the smooth running of our office and systems;
- providing administrative support to the team; and
- supporting the delivery of our events, networks and projects.

Areas of responsibility

1. Office management

- a. developing and maintaining effective office systems
- b. ensuring the smooth running of the office (through dealing with equipment, stationery, filing and other requirements)
- c. being the first point of contact at the office for callers and correspondence
- d. assisting with communications between team members and associates, including developing and maintaining effective internal communications channels, and organising team and one-to-one catch-up meetings
- e. ensuring our database is kept up-to-date through collecting, organising and inputting data in relation to our activities and membership
- f. supporting the HR processes of the organisation, from recruitment through to maintaining personnel records for the team
- g. undertaking ad hoc small projects to support the organisation, including desk-based research and leading activities delegated to this role
- h. working with colleagues in the building on any issues relating to the premises or shared systems (including liaising with IT and telephony providers as required)
- i. dealing with external suppliers to the organisation to ensure operational effectiveness and making sure we get best value in our purchasing

2. Administrative support

- a. providing diary management and assistance to the Chief Executive, ensuring effective use of time and preparation of papers and information in advance

- b. arranging and servicing meetings of the Trustee Board and any sub-groups, including liaising with team members to coordinate and collate the papers for meetings
- c. servicing the network meetings and events that we organise (including finding and booking venues, handling enquiries and registering participants, setting up electronic and other equipment appropriate to presenters, ensuring appropriate follow up after the event)
- d. supporting the projects of the organisation through administrative support to the team in relation to events, meetings and reports
- e. developing templates and generating reports from our database, finance package and other systems to enable team members to report effectively on our activities
- f. using effective tools and channels to gather and disseminate information (e.g. through managing our surveys, or working with colleagues on our mailings)

3. General responsibilities

- a. maintaining positive working relationships with colleagues in a small team
- b. being proactive about your own development and identify opportunities to learn
- c. ensuring that the values of equity, diversity and justice are embedded in everything that you do
- d. undertaking other duties as reasonably requested by the Chief Executive or Trustee Board

PERSON SPECIFICATION

Job title: Team Coordinator and Executive Assistant

Criteria	Essential/ Desirable	Method of assessment
Skills		
Use of word processor, spreadsheet, email and internet software (Microsoft Office)	Essential	Application/Test
Use of Salesforce to record and analyse data*	Desirable	Application
Use of finance software to input and report on transactions*	Desirable	Application
Effective communication skills (in writing and in person, with varied audiences)	Essential	Application/Interview
Excellent interpersonal skills	Essential	Application/Interview
Effective time management, organisational and prioritisation skills	Essential	Application/Test
Able to work on own initiative	Essential	Application/Interview
Experience		
Working as part of a small team	Desirable	Application/Interview
Organising meetings and events	Essential	Application/Interview
Managing diaries	Essential	Application/Interview
Minute taking and report writing	Essential	Application/Interview
Dealing with enquiries by phone, in person and in writing	Essential	Application/Interview
Working effectively in accordance with equality and diversity policies	Essential	Application/Interview
Knowledge		
Awareness of London's civil society and its funding needs*	Desirable	Application
Understanding the diverse funding sector in London*	Desirable	Application/Interview

** For the criteria marked as "desirable", training and support will be available to you if appointed and you do not have pre-existing skills, experience or knowledge of these areas.*