

University Alliance Office Administrator and Coordinator

We are offering an exciting opportunity for an administrator and office coordinator to join the university alliance team. University Alliance (UA) is a small team with big ambitions. We have worked hard over recent years to become well-respected advisers to policy decision-makers and a constructive force in the Higher Education sector. We are now moving into the lobbying space too.

We are looking for an enthusiastic and positive individual able to support our organisation achieve its goals. Further you will work in close collaboration with our Programme Manager to help support the running and day to day operations of the *Teaching Excellence Alliance* programme, a new multi- institutional partnership building on the distinctive excellence of University Alliance education. If you are highly organised and flexible with a sound grasp of detail then this could be the role for you.

Based in our office just off Pall Mall near the heart of government, you will need to embrace a challenge and be able to work on a number of different projects at the same time. This is a unique opportunity, which will enable the right candidate to enhance their career through exposure to national projects and a policy and lobbying environment. If you have relevant skills and an appetite for success with a friendly and close-knit team with enormous potential, then please apply.

Annual salary: £24,000 - £27,000 per annum depending on experience

Deadline: Noon, Monday 6 August

Interviews: Week starting Monday 13 August

Application process: Please return completed application forms to:
info@unialliance.ac.uk by the deadline date provided.

Job Description

Title of Post: Office Administrator and Coordinator

Terms and conditions of employment: fulltime, permanent

University Alliance staff benefit from generous terms and conditions including 33 days leave (made up of 25 days annual leave and 7 concessionary days supplementary to bank holidays), flexible working practices, a generous pension scheme and a commitment to investing in and developing staff.

Principal location of work: University Alliance HQ, Central London

Immediate line manager: Operations & Membership Manager, University Alliance

Line management responsibility: None

Probation period: 6 months

Annual salary: £24,000 - £27,000 per annum depending on experience

Experience required for post: Experience of working in a key administrative/organisational-support role is desirable but not essential.

Overall purpose of post: To provide wide-ranging, professional, organisational and administrative support to the UA team; to ensure the smooth running of the UA office; to help coordinate and run company events.

To support in the running and administration of the Teaching Excellence Alliance (TEA) programme, a new multi-institutional partnership programme across University Alliance members, such as: support the the formation, development and administration of the membership-based Peer Review College (PRC) and the Continuing Professional Development (CPD) across members.

This role will be split at 50% for general admin and support and 50% TEA programme duties.

The responsibilities include:

Executive support:

- Pro-actively managing and organising the diary of the Chief Executive and each senior staff members' time in regular consultation with them.
- Keeping individual regular meetings with the Chief Executive and senior team to discuss incoming/outgoing communications, current priorities/ projects and initiatives, work and diary planning etc.
- Scheduling and organising meetings between team and Ministers, senior civil servants and other key HE stakeholders. Liaising with Alliance Vice-Chancellors' offices to enable them to attend such high-level meetings.

Events support and coordination:

- Supporting the Operations Manager in the set up and running of quarterly Board meetings.
- Supporting colleagues in the organisation of other UA events (network meetings, workshops and Annual Summit conference event, held at different national locations).
- Take active role in finding venues, booking catering and liaising with third parties, compiling guest list and sending out invitations to attendees and guest speakers, carrying out necessary follow up processes. Demonstrating a hands-on approach to run logistics on the day of the event.

Teaching Excellence Alliance (TEA) administration:

- Administrative support for the TEA Management and Governance meetings (this requires travel to member universities); administration of TEA online network community.
- Organizing TEA and PRC events (booking, info to attendees, catering and liaising with suppliers). Provide events support for members of the PRC to support activities using Basecamp, Mailchimp, LinkedIn.
- Primary point of contact for Peer Review College members; verifying status of applicants to join the Peer Review College; being able to provide administrative supports to tasks to these individuals and teams.
- Support the TEA Manager in preparation and distribution of regular e-newsletters.

Office management and other administrative duties:

- Organising attendance at conferences and overseas visits for the Chief Executive and senior management team. Organising all travel and accommodation arrangements for all staff.
- Supporting the Operations Manager by processing monthly credit and debit card statements, staff expenses and petty cash logs.
- Being the first point of contact for the Alliance and TEA programme. Being able to work autonomously when dealing directly with incoming issues and queries, redirecting these as appropriate.
- Any other duties, as requested, commensurate with the level of the role.

Person Specification

Specification	Essential	Desirable
1. Education/ training	<ul style="list-style-type: none"> • High standard of academic qualification to degree level, or equivalent experience 	
2. Relevant Experience	<ul style="list-style-type: none"> • Experience working in an administrative role using effective time and task management skills, demonstrating an ability to deal calmly with the varied and conflicting demands presented. • Experience of keeping accurate records, using databases and spreadsheets, keeping minutes • Experience in organising and running events • Experience in providing responses on issues raised by a wide range of contact 	<ul style="list-style-type: none"> • Experience working in a higher education environment
3. Relevant Skills and aptitudes	<ul style="list-style-type: none"> • Excellent writing and communicating skills, including proof reading, editing and formatting • Ability to communicate effectively in person, demonstrating good interpersonal skills • Ability to learn and use a variety of software systems • Ability to work on own initiative without close supervision to deliver 	<ul style="list-style-type: none"> • Experience supporting a new initiative

	<p>agreed priorities and tasks, exercising sound judgement</p> <ul style="list-style-type: none"> • A flexible approach to workings within a small team and deliver objectives • Ability to follow strict financial and legal policies, ensuring necessary regulations and standards are adhered to • Attention to detail 	
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