



Address **47-49 Pitfield Street**
London
N1 6DA
UK

Tel **+44 (0) 20 7608 0815**

Email **info@izwe.com**
Web **www.izwe.com**

Izwe Office Administrator

Location: Based in Central London

Salary: £16,000 – 19,000

Contract: 6 months with the intention to make permanent

Hours: 40 hours per week, including paid lunch hour each day; occasional evening and weekend work will be required

Holiday: 25 days annual leave plus week over Christmas

Responsible to: Office Manager

Training budget - £350

Deadline for applications: Due to rapid expansion we require a suitable candidate as soon as possible.

Interviews held: Soonest available opportunity.

Izwe is seeking to recruit a dynamic, passionate and highly organised administrator whose activity will act as a hub around which the whole organisation will come together and excel.

In a world where models of traditional politics and social research are struggling to inspire people, Izwe.com is a whole new approach to engagement, research and empowerment. It is primarily an online platform which brings together quantitative & qualitative research and significant social change.

Governments and companies need to understand public opinion, and increasingly are looking to harness the creativity of citizens. Users want to connect with others, learn about issues they care about, and influence services around them. Izwe is an ambitious project to bring together empowerment and social research through a new online social networking tool which will be used to bring decision-makers together with users. Izwe is developing this brand new platform in partnership with eight local government partners over 2009-2010.

This a unique opportunity to work closely with leading figures in the fields of empowerment, participation, online engagement and quantitative research. The successful applicant will have proven organisational skills and the ability to manage a challenging workload and the diverse demands of a small team (12 people). Because izwe is a new social enterprise at a highly entrepreneurial stage in its development, the role presents an opportunity to be involved in a broad range of activities and experiences.

Core duties:

- Office administration
- Diary management
- Organising meetings and internal training programme
- Staff co-ordination and support
- Finance bookkeeping and co-ordination
- Travel arrangements

- Writing and editing materials
- Computer filing and IT management
- General administrative duties
- Ensuring the office is clean and well managed (we have a cleaner)
- All other duties as required by project manager and directors.

Wider duties as required:

- Website maintenance
- Partner liaison support
- Business development support
- Very basic IT support
- Local community outreach and engagement
- Assisting other staff members as required.

Person specification

Essential

- At least six months' office experience
- Excellent organisational skills
- Excellent written and verbal communication skills – proven with a diverse range of people
- Efficient time management skills
- Ability to take responsibility and work under own initiative, coping with a demanding workload and prioritising effectively
- Good IT skills including Microsoft Office and OpenOffice (particularly spreadsheet functions)
- Inspired by our work and able to fit into the culture of a small organisation, becoming an integral member of the team
- Dynamic, fun, passionate and creative personality
- Commitment to izwe's mission, vision and values
- Understanding of and commitment to equal opportunities.

Desirable

- Interest in and understanding of online social networking & website planning
- Prior knowledge/understanding of basic accounting functions
- Interest in social media
- Experience of web coordination
- Events organisation experience
- Excellent numerical skills
- Understanding of the participation & empowerment policy & community agenda
- Previous project management experience