**Job Title:** Administrator & Office Manager

**Department:** Executive Director

**Base:** Belgravia House, 62-64 Horseferry Road, London SW1P 2AF

**Context**

**RCVS Knowledge** advances the use of evidence based veterinary medicine in veterinary practice. We support the thousands of dedicated veterinary professionals in delivering high quality evidence based veterinary medicine to the millions of animals in their care.

Our work focuses on providing and translating accurate and up to date evidence to the front line of veterinary practice. Our supportive approach puts evidence and knowledge into the hands of the vet and vet nurse to improve the quality of care they deliver, through our peer reviewed journal, quality improvement tools and face to face workshops and podcasts.

**Responsibilities**

* To provide secretarial and administrative support to the Executive Director, including production of correspondence and reports, proof reading and formatting documents, diary management, coordinating meetings and production of agendas and minutes.
* To act as minute taker for all meetings with the Executive Director including all Board and Committee meetings.
* To manage diaries and act as minute taker for other meetings as occasionally required by the Senior Management Team (SMT)
* Setting up Trustees meetings as well as Finance & General Purpose, Nominations and Remunerations Committee meetings as required
* Working with the Trustees, Executive Director, RCVS Director of Operations and Legal Advisors, ensuring legal returns and RCVS Knowledge governing documents are in order and submitted, with the finance team, in good time to Companies House and the Charity Commission.
* Undertake any other tasks consistent with the position

**Project Support**

* To organise the biennial Plowright Prize, including the management of the award panel and handling of applications, review and identification of award winners.
* To manage the grants programme including the development of grants and awards programmes and associated events, acting as first point of contact for grant-applicants and grant-holders.
* To provide administrative and project support to the wider RCVS Knowledge team as required

**General Administration**

* Use a range of office software, including email, spreadsheets and databases, to ensure the efficient running of the office
* First point of contact for the office, dealing with enquiries and support staff and visitors as required
* First point of call for answering phones
* To manage the administrative functions of the office
* Maintain or develop and implement administrative systems, such as record management and document control
* Manage electronic and paper filing systems for the office
* Organise and maintain supplies of stationery and monitor the condition of the equipment
* Organise team meetings, including setting the agenda and taking minutes
* Support the recruitment of new staff, including training and induction
* Write reports for senior management and deliver presentations
* Monitoring relevant in-house email addresses
* Organising the printing of bespoke stationery items (letterhead, business cards)
* Administering and dealing with room bookings
* Supporting RCVS Knowledge teams, printing and distributing mailings and surveys.
* Organisation of annual staff events or staff conferences, as required.

**Key Skills**

* Attention to detail
* Proactive approach
* Numerate with an aptitude for figures
* Exceptional communication and customer-care skills (in person, written and over the phone)
* Excellent time-management skills with an ability to work to tight deadlines and under pressure.

**Education and/or experience**

* Recent experience in a relevant role
* Experience of writing committee meeting minutes
* An excellent working knowledge of MS Office
* Experience with Adobe Pro, Abode InDesign and Adobe Photoshop is beneficial

**Person specification**

* You will be an organised and confident self-starter. You will be able to prioritise competing deadlines and take instruction and feedback from multiple departments. You will be able to balance day-to-day activities with projects requiring more urgent attention. You will be expected to bring a fresh perspective and an enthusiasm for the tasks at hand. You will work effectively with colleagues to get the best results and be confident communicating with senior staff, Trustees and external stakeholders.
* In employment we actively seek to recruit people with a good combination of talent, skills and potential, promoting equality for all, and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values and purposes of the organisation.