

Job title:	Operations Assistant
Location:	Kensington, London
Hours:	35 hours per week
Contract type:	Permanent
Salary:	£25,000 - £30,000 per annum depending on experience, plus employment benefits including 25 days annual leave, employer pension contributions of 12.5% of salary, life assurance and healthcare schemes.
Reports to:	Chief Operating Officer

We are looking for an Operations Assistant to work alongside our Chief Operating Officer and our Communications and Administration Manager, forming a small team responsible for Arcadia's operations and for running Lund Trust. Arcadia and Lund Trust are charitable funds of Lisbet Rausing and Peter Baldwin. You can find out more at www.arcadiafund.org.uk and www.lundtrust.org.uk.

This new role will be involved in supporting all areas of our work, including grants administration (assisting the team with filing and payments); communications (internal and external reports, websites and social media); record-keeping (working with our grants database and shared files); providing general support to the team; and helping with ad hoc projects, which may range from helping with research or producing presentations or videos to organizing events. Though not generally a grant-making role, there will be opportunities to learn about and support Arcadia's giving and to work on grants from Lund Trust.

Qualifications, skills and experience:

- A graduate with at least a 2:1.
- Experience in an office-based, administrative role.
- Excellent communication skills, preferably with an interest in data visualisation.
- Excellent general IT skills, with experience of MS Office and databases/CRM systems.
- Experience of updating websites, particularly using Wordpress.
- Experience of writing, proof-reading and formatting, for example, board papers, and internal and external reports.
- Excellent organizational skills, from filing systems to events.
- Experience using social media in a work environment, particularly Twitter.
- Numerate – able to interpret and use basic financial information.

Personal attributes:

- Able to work as part of a small team.
- Critical intelligence and attention to detail.
- Able to work to deadlines and under pressure.
- An interest in philanthropy and in the grant-making of Arcadia and Lund Trust.

How to apply

Please send your CV, a cover letter of no more than two sides of A4 paper including your current salary, and the names and contact details of three referees to recruitment@arcadiafund.org.uk by 12 noon on Thursday 28 March. Your cover letter should address the points listed above under 'Qualifications, skills and experience' and 'Personal attributes'. Applicants must have the right to work in the UK. We will not contact referees prior to interview. Interviews will be held in London in the week commencing 8 April.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.