



Team and Programmes Assistant Job Pack

Team and Programmes Assistant

Contract type: Full time, permanent

Location: The normal place of work is: Aldridge offices, 8 City Road, London EC1Y 2AA, however the post is expected to be home working for the initial few weeks of employment due to the current situation.

Working Hours: 9am-5.30pm with an hour lunchbreak (occasionally flexibility may be required)

Salary: £27,000 to £32,000 depending on experience.

Introduction

The Aldridge Foundation is a charity that aims to inspire and equip young people with the skills they need to take control of their futures, to create better academic, work and life pathways, experience greater social mobility and lead productive lives.

We share an office with **Aldridge Wealth**, a private investment company with a strong and growing portfolio of investments. Aldridge Wealth has a proven track record in investing in high-potential growth businesses, specialising in enabling ambitious entrepreneurs to accelerate their business growth through expert advice, management support and financial capital.

Both organisations have a keen interest in supporting young talent across the UK to flourish and believe in the role they can play in regenerating disadvantaged communities and adding to the economic health of the country.

We are seeking a confident, enthusiastic, pro-active and adaptable team player who will play a key role in supporting these small but busy dedicated teams working across both the charity and commercial sectors. The role provides an opportunity to build a wide spectrum of knowledge and skills and every day will be different.

The role

To help ensure the smooth running of a busy office housing small teams from two companies, we need an enthusiastic self-starter to join us.

The Team and Programmes Assistant will provide a wide range of high-quality office management and administrative support to both teams. Outside of the office management duties, the role will entail spending approximately 80% of time supporting the Aldridge Foundation team across a wide range of duties and 20% of their time supporting Aldridge Wealth, and specifically their MD, with diary, travel and other administrative duties.

It's a varied, interesting role for a proactive individual keen to work across a number of different initiatives every day – no two days will be the same. The ideal candidate will be a confident, proactive 'all-rounder' with some previous office management and secretarial experience who will be able to hit the ground running, will always be one step ahead to ensure that our busy team, including Chairman, CEOs and other programme managers are able to use their time effectively and will be more than happy to muck in when necessary in order to get the job done. They will also have strong basic IT skills, including setting up and working with a variety of hardware and software systems that support remote working (e.g. Google, Zoom and Teams meetings).

If you are excited by the opportunity to gain experience in both a charity and a commercial organisation whilst also working on a variety of projects, developing project management, CRM, and donor relationship administration which ultimately change the lives of the young people we work with, then we want to hear from you!

More about the role:

Responsibilities include but are not limited to:

Office management:

- Liaising with the Building Manager and external contractors re. office issues as and when required
- Acting as the main point of contact for all guests visiting or contacting the office; answering or directing enquiries
- Booking, setting up and clearing meeting rooms
- Ensuring IT is working and able to connect into virtual meetings

Secretarial support:

Aldridge Foundation:

- Maintain Aldridge Foundation's CEO and Chairman's appointment schedule by planning and scheduling meetings (both virtual and in person) and booking travel/accommodation
- Monitor the inbox of the Chairman and CEO – responding to emails directly where appropriate (i.e. invitations), drafting responses as instructed and noting any actions required, in order to follow up and check completed
- Monitor the Aldridge Foundation general enquiries inbox; answering or directing enquiries
- Compiling and helping to produce meeting papers and taking minutes as required
- Preparation of, or requesting from others, briefing documents in advance of meetings
- Providing support to Aldridge Foundation Trustees' as required

Aldridge Wealth

- Assistant to MD of Aldridge Wealth
- Liaise with internal and external contacts to arrange meetings
- Organise bookings for meetings and travel
- Typing and formatting of documents
- IT support and filing

Fundraising / Finance Administration:

- Research / project work as directed
- Update the CRM database
- Assisting with completing and submitting fundraising applications

Programme Support:

- Research / project and event co-ordination work as directed

General / Adhoc:

- Assisting with organising and attending events both internal and external
- Providing HR administration support and assisting in the recruitment process for new roles
- Using and maintaining the filing system
- Attending and contributing to team meetings

Other:

- To work within the policies and procedures of AF and apply consistent principles of diversity and equal opportunities throughout the work of Aldridge Foundation and Aldridge Wealth
- Attending training as appropriate

Desirable professional experience and skills:

- Ability to work independently and self-manage (R)
- Ability to communicate with staff and stakeholders of varying seniority (R)
- Proficient in Microsoft office (Word, Excel, PowerPoint, Outlook) (R)
- Experience of setting up and co-ordinating virtual meetings (e.g. Zoom, Teams and Google meet) (R)
- Experience of using image and video editing software (D)
- Experience of using and creating content for a range of social media platforms (D)
- Experience of using CRM systems (D)
- Experience of using web content management systems (D)

R – required D – desirable

Personal attributes:

- Empathy with the aims and ethos of the Aldridge Foundation
- Adaptable, positive team player who responds well to challenge and feedback and opportunities, with an ability to work under pressure and prioritise workload
- Resourcefulness, flexibility and willingness to learn and try new things
- Efficient and effective, good at prioritising a continuously changing workload

How to apply

Please send your CV and cover letter of no more than two sides of A4, clearly explaining your suitability for the role against this role description via email to: georgina.butler@aldridgefoundation.com

Only applications that contain both a CV and cover letter will be considered for this role.

Shortlisted candidates will be invited for interview (likely to be virtual).

In your application please let us know if you have any accessibility requirements, or if you need us to make any adjustments to the interview process.

The closing date for applications is 30 April 2021 however please note that we will be interviewing candidates on a rolling basis as applications are received and therefore the position may be filled in advance of the closing date.

Thank you for your interest in this role.

Due to the expected volume of applications, we regret that only shortlisted candidates will be contacted.

No contact from recruitment organisations thank you.

More about us:

The Aldridge Foundation

The Aldridge Foundation was founded and is part funded by Sir Rod Aldridge OBE in 2006 to create inspiring experiences and better opportunities for young people in challenging communities, enabling them to find their own brilliance and create rewarding futures and create wider community, social and economic benefits.

The Aldridge Foundation raises funds to create, support and deliver inspiring and supportive programmes to transform the lives of young people and support their social mobility. It is our belief that through the combination of education and entrepreneurial activity, young people will develop the essential life skills that will underpin their academic progress and enhance their employability. By providing an inspiring and enterprising education, one which equips students with both qualifications and opens their eyes to new opportunities, we aim to both help young people to realise their potential and live rewarding lives and also give hope and aspiration back to communities.

At the root of this work is the strong belief in growth through opportunity. This is part of the Aldridge family mission, one which is driven by the desire to help others. Sir Rod Aldridge has long believed that enterprise can be used for social good. On retiring from Capita he set about putting his beliefs into practice.

<http://www.aldridgefoundation.com/>

Aldridge Wealth

As a family of entrepreneurial, commercially minded individuals, Aldridge understands that wealth can be a force for good. Wealth can transform lives, build communities and drive growth and prosperity.

With a focus on building wealth with a purpose, Aldridge Wealth has a strong investment portfolio that includes direct investment in growth enterprise, private equity, equities and fixed income products. Aldridge Wealth follows a patient capital investment philosophy, while focusing on the delivery of new and innovative programmes to incubate small business growth.

The organisation specialises in enabling ambitious entrepreneurs to accelerate their business growth through human capital – expert advice and management support – and financial capital.

Aldridge Wealth pursues a blended model for private enterprise, but in all cases looks to encourage the business from board level. Its Direct Enterprise programme involves direct operational involvement, favouring low capital investment, in niche or emerging markets.

aldridge.uk.net/wealth/