

# Admin Assistant

## About us

Landell Mills is an international consultancy providing development services that assist countries, and their peoples attain the Sustainable Development Goals. We have been in business for nearly fifty years and are active globally. We work with private and public sector clients on assignments lasting from a few days to several years. Our work is ordinarily financed by public agencies, such as the EU, the World Bank, various UN agencies, the Development Banks, the UK FCDO and the German GiZ.

We provide services in project design; project management; fund/grant management; technical advisory services; institutional strengthening; and training and capacity building.

Landell Mills has specialist divisions in the following areas:

- Communications
- Agriculture, fisheries, food security and nutrition
- Environment, water, climate change and disaster risk reduction
- Markets, enterprise and trade
- Policy dialogue, regional integration and governance
- Framework contract management
- Monitoring, evaluation and learning

We have fifty staff based in offices in the UK (Trowbridge and Bristol) and Ireland (Dublin).

**The role will provide administrative support to our communications team, who deliver services for international development organisations spanning strategic communications, campaign management, copywriting and graphic design, filmmaking and photography, event management, digital marketing, and media relations. The team currently manage communications contracts for EU Delegations to Mongolia, Cambodia, Rwanda, Nigeria and Jamaica.**

## About you

You will be organised, efficient, and good at multitasking. You'll be able to work collaboratively as part of a team but also use your own initiative. You'll have good written and verbal communications skills, with an excellent eye for detail when it comes to proof reading and formatting documents. You will be IT literate and with a good knowledge of Word and Excel.

While not essential for the role, it would be helpful to have an interest in marketing and communications and international development, and previous experience in an administrative position.

We welcome applications from candidates who currently hold the right to work in the UK, and we will consider applicants who are available to work both full and part time (minimum three days per week).

***A more detailed person specification can be found below.***

## What we offer

- A salary in the range of £24,000 - £26,000 per annum depending on experience.
- A matched workplace pension scheme (if engaged as a UK employee).
- 24 days of holiday per year, exclusive of public holiday entitlement, rising with years of service.
- Enhanced family leave entitlements.

Non-contractual benefits include: flexible working provisions, an annual performance related bonus scheme, personal travel insurance, a holiday buy and sell scheme, and access to a health advice service for you and your immediate family members, including online private GP consultations.

## **Where you will work**

The position will be based in Trowbridge, Wiltshire. There is also the option to work at our Bristol office. We operate a hybrid work from home/office culture, but we would expect the successful candidate to have considerable day-to-day contact with colleagues.

## **How to apply**

Please submit your CV and accompanying cover letter explaining why you wish to be considered for this position via our website. The deadline for applications is midnight on Sunday 10 May. We would encourage applicants to apply early, as shortlisting will be a continuous process whilst the vacancy is open.

## Duties and responsibilities

The responsibilities and tasks will include:

- **Assist in the preparation of proposals to win new work**
  - Help search for experts for projects using our internal database, LinkedIn and other recruitment sites
  - Format CVs into appropriate client template
  - Responsible for the preparation and inclusion of standard company documents, and those of consortium partners
  - Responsible for the presentation, including bid covers, and physical production of the final document and ensuring appropriate stationery is in stock
  - Provide support for registration and online submission of tenders and expressions of interest (EOIs) via donor procurement platforms
  - Responsible for organising delivery of bids and other business-critical documentation by courier service
  - Undertake due diligence checks and compile anti-corruption documentation
  
- **Assist in the management of current project portfolio**
  - Assist in preparing consultant contracts
  - Assist with sourcing candidates for vacant positions
  - Make travel arrangements for in-house employees and external consultants, including organising visas, booking flights, hotels and transport for international travel
  - Provide general administrative support to Divisional Managers and project staff (including drafting letters, sending correspondence, photocopying, requesting timesheets, etc.)
  - Provide support to financial management of projects, including liaising with finance division to ensure timely and accurate preparation of client invoices
  - Assist in the timely preparation and submission of project reports, PowerPoint presentations and other project documentation (editing and formatting reports)
  
- **Assist with marketing tasks**
  - Assist in ensuring the project track-record is presented accurately on our project database
  - Coordinate edit and proof divisional input to the company website and social media channels
  - Prepare and proof-read web-based advertisements for in-house positions and consultant vacancies
  - Upload job advertisements to Landell Mills website and LinkedIn page

The post holder will also be expected to carry out any other reasonable tasks as requested.

This description is a brief synopsis of the role and is not designed to be restrictive. Depending on your skills and experience, and the current portfolio, you may focus on one aspect more than another.

In doing the above, you will be expected to contribute positively to the company's profitable portfolio of work and its reputation for successful project acquisition and implementation. You will also be expected to contribute to internal knowledge sharing and communication and liaise and collaborate with all the other technical and cross-cutting divisions at Landell Mills.

## Person specification

Skills/abilities	Attributes
Organised, efficient and able to juggle multiple priorities	Essential
Able to work well as part of team, but also use own initiative and work independently	Essential
Fluent in English with good written and verbal communication skills	Essential
IT literate – familiar with Microsoft products including Word, Excel, PowerPoint and Outlook	Essential
Whilst not required for the role, there may be occasions to use French and Spanish language skills	Desirable
Experience and attributes	
Qualified to GCSE standard with Grade B or above in English and Maths (or equivalent relevant experience)	Essential
Previous administrative experience	Essential
Interested in marketing, communications and international affairs	Desirable