

## Job description

<b>Job title</b>	Team Administrator
<b>Department</b>	Programme Management Team
<b>Location</b>	London, UK
<b>Reporting to</b>	Programme Manager
<b>Responsible for</b>	N/A
<b>Liaison with</b>	Programme Management Team, Options Staff, In-country Staff, Consultants
<b>Hours</b>	Full time, 35 hours per week
<b>Type of contract</b>	1 Year Fixed term
<b>Organisation</b>	
<p>Options Consultancy Services Limited was established in 1992 and is a wholly owned subsidiary of Marie Stopes International. We are a consultancy organisation providing technical and management expertise in the health and social sectors to governments and international development partners to transform the health of women and children. We provide information, expertise and influence to governments, health workers, NGOs and businesses to catalyse change so that health services can be accessed by the people who need them most.</p>	
<b>Main purpose of job</b>	
<p>To assist the Programme Management (PM) team in the efficient administration and management of all projects and multi-country programmes in the team portfolio. This includes taking an active role in supporting the PM team in ongoing project and knowledge management. This position is line managed by a member of the Programme Management team. The post is based in Options' office in central London.</p>	
<b>Main duties</b>	
<p><b>1. Support to Programme Managers on Long-Term Assignments</b></p> <p>To support Programme Managers in the efficient management of programmes, including:</p> <ul style="list-style-type: none"> <li>• Processing / raising invoices and expenses, where necessary chasing of invoices.</li> <li>• Reconciling of payments to suppliers,</li> <li>• Ensuring filing systems are kept up to date and that all necessary documentation is filed as required and outlined.</li> <li>• With guidance from senior colleagues, updating of administrative tracking systems for programmes.</li> <li>• Sourcing and supporting consultants and partner organisations</li> <li>• Drafting contracts and Terms of Reference, liaising with in-country staff and other stakeholders,</li> <li>• Formatting and editing of reports.</li> <li>• Ad hoc support on national staff payroll</li> </ul> <p><b>2. Arranging Travel &amp; Accommodation Logistics for programme management and country teams</b></p> <ul style="list-style-type: none"> <li>• To support PM Options staff and consultants with flight bookings, visas, travel and accommodation requirements.</li> <li>• To be the contact person with Options appointed travel agent.</li> <li>• To help provide support answering general phone queries.</li> <li>• To arrange logistics in project countries organising flights and hotels for consultants and project staff where necessary.</li> <li>• Liaising with international offices and international staff regarding logistical arrangements.</li> </ul>	

- Organising visas and arranging advances.

### **3. Support to Knowledge Management**

- To support the PM team in documenting information and knowledge on all assignments. This includes documenting best practices and lessons learned and the dissemination both internally within Options staff and for external audiences.
- To support the development of organisational materials.
- Manage with oversight planning, budgeting and coordination for international retreats and conferences.

### **4. Support to wider Programme Management Team**

- Provide minute taking and administrative support for Programme Management team meetings and help ensure actions are followed up. Circulate minutes/actions for meetings
- Create and manage team travel and leave spreadsheets.
- Coordinate meetings and book meeting rooms (internal and external)
- Provide a two-way communication flow between the Programme Management team and Management Services and support smooth day-to-day work environment for the team
- Create induction plans for new Programme Management team staff in coordination with the line manager

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

<b>Signed by:</b>	<b>Date:</b>
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## Person specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
GCSEs or equivalent good level of education	✓	
<b>Experience</b>		
Experience of financial, administrative and logistical support in a busy office environment	✓	
Experience working in an International Development organisation		✓
Experience organising travel logistics, including flights, visas and accommodation		✓
<b>Skills and attributes</b>		
Ability to multitask and prioritise tasks	✓	
Interest in and knowledge of international development		✓
Highly proficient in the use of MS Office	✓	
Highly proficient in other office-based computer software and programmes		✓
Excellent verbal and written communication skills	✓	
Good numeracy and ability work with budgets and financial systems	✓	
Organised and methodical	✓	
Calm under pressure	✓	
Able to get along with others and be a team-player	✓	
'Can do' attitude	✓	
High level of attention to detail	✓	
<b>Other requirements</b>		
Commitment to equal opportunities	✓	
Commitment to the principles of Safeguarding	✓	
Fluency in written and spoken English	✓	
Fluency in written and spoken French	✓	