



Business Administrator

Bristol, UK

Role profile

About Development Initiatives

Development Initiatives (DI) unlocks the power of data to enable policies and investments that improve the lives of people experiencing poverty, inequality and crisis.

Our mission

Our mission is to work closely with partners to ensure data-driven evidence and analysis are used effectively in policy and practice to end poverty, reduce inequality and increase resilience.

While data alone cannot bring about a better world, it is vital to achieving it. Data has the power to unlock insight, shine a light on progress and empower people to increase accountability. We focus on three core areas to maximise our impact and achieve our mission:

- Strengthen data ecosystems and improve data quality by helping others to collect, share and manage data and use data responsibly and effectively
- Increase use of high-quality, actionable and data-driven analysis that can be used in policy and practice
- Create a culture of data use by growing people's skills, expertise and confidence in data.

And we support partners to:

- Better respond to people's needs through improved quality and use of data and evidence in policymaking
- Improve the quantity, quality and coherence of public finance and private investment
- Challenge systemic and structural barriers to equity and support the reform of existing systems.

We work at global, national and local levels, through a global hub connected to a growing network of regional hubs and partners.

Our core values

At DI, our values serve as the guiding principles that shape culture, behaviour and decisions – they embody the type of organisation that we are. Our quality standards and achievements require unwavering commitment to professionalism and diligence from everyone and our values run through all that we do, and we expect everyone to embrace them. Our values are:

Purpose-driven

Everything we do is motivated by our shared desire to contribute to positive change in the world.

People-centred

We are supportive, friendly and considerate, with mutual respect for how people think, work, live and identify so that together we thrive.

Transparent

Openness and honesty are at the heart of how we work, driving high levels of trust as well as fair and ethical practice.

Business Administrator

Role content and purpose

Reporting directly to the CEO's Executive Assistant, the Business Administrator will provide administrative support to help with the day-to-day operations of the organisation. This multifaceted role encompasses general office administration, reception duties and health and safety responsibilities. The post holder will also serve as reliable backup to the Executive Assistant.

Primary duties include managing calendars, scheduling appointments, preparing documents and maintaining records. The role extends to handling incoming calls, answering emails and liaising with both internal and external stakeholders. The post holder will also play a key role in organising meetings and events, arranging travel plans, supporting the facilities within our Bristol office, and handling various administrative tasks as they arise.

This role requires the ability to respond promptly and efficiently to requests, so adaptability and agility are essential attributes for success. Strong communication skills, the ability to work independently and meticulous attention to details are also important.

Contractual details

Start date:	As soon as possible, depending on notice period
Length:	Permanent
Location:	DI's Bristol office at First Floor Centre, The Quorum, Bond Street South, Bristol, BS1 3AE, UK – We offer hybrid working but given the responsibilities of this role we would require the successful candidate to be in the office Tuesday–Thursday as a minimum.
Salary:	Career Level 1, £24,100–£27,000 per annum, depending on experience
Hours:	35 hours a week
Probation:	3 months
Leave:	25 days pro rata, plus bank/public holidays

Duties and responsibilities

Office management

- Answering phone calls, taking messages and managing visitors
- Jointly overseeing email management for mailboxes
- Promoting adherence to company travel booking procedures and assisting with travel or taxi bookings
- Maintaining office supplies, ordering necessary items (stationery, printer materials, other internal equipment, business cards, kitchen goods, etc.)
- Handling incoming/outgoing post and parcels and co-ordinating postal/courier collection
- Providing office/facilities induction for new employees and managing the process for departures

- Managing security and access, being the key contact point with the reception of the building where our office is located.
- Overseeing maintenance, repairs or improvements and liaising with contractors and managing contractor relationships
- Managing the weekly car parking schedule
- Co-ordinating or assisting in the organisation of office events/staff retreats

Wellbeing, Sustainability and Health & Safety

These responsibilities are not daily tasks, but will be required on an ad-hoc basis:

- Keeping health, safety and welfare statements up to date along with the UK Health and Welfare Manual
- Organising training for Fire Marshalls and First Aiders ensuring timely renewal
- Conducting risk assessments and arranging health and safety equipment testing
- Maintaining an up-to-date Accident Reporting Log up
- Managing emergency response plans, including evacuation procedures and fire drills
- Issuing Display Screen Equipment surveys and actioning responses as needed
- Assist with any 'access to work' grant requests and any workspace-related requests
- Manage and optimise resource use including energy, water and other materials
- Maintain the carbon reduction plan, gathering and analysing data for sustainability metrics
- Promote and encourage environmentally friendly practices among staff
- Contribute to updates to the Sustainability Statement

Executive Assistant support

- Providing back up support to the Executive Assistant and directors as needed
- Planning and organising external executive meetings, handling logistics, agendas and managing the production and circulation of 'pre-read' material
- Assist the Executive Assistant with Board Meeting preparation (three times a year)
- Organising overseas trips, including multi-stop travel, accommodation, visas and meetings
- Inputting internal meeting details into calendars and coordinating diaries as appropriate
- Preparing and collating expenses for the CEO and submitting to the Finance team

General responsibilities

- Be aware of and take personal responsibility for any health and safety issues and obligations
- Uphold all aspects of company policies and procedures and legal requirements in relation to personal conduct
- Prepare for and engage in one-to-one meetings and performance management appraisals
- Maintain professional development and personal development plans
- Be willing and committed to taking on new work as required and be proactive.

No job description or role profile can encompass all tasks and duties that may be required, and we will expect the postholder to carry out other duties and tasks from time to time that are broadly consistent with those in this document.

Person specification

Experience

Essential

- At least one year's experience in a similar administrative role
- Excellent diary management experience
- Experience in handling confidential or sensitive information
- Experience with all MS Office applications

Desirable

- Experience organising worldwide business travel

Knowledge and Skills

- Great communication skills, including experience of working effectively with diverse colleagues and stakeholders at all levels, both verbally and in writing
- Excellent social and interpersonal skills, with the ability to develop relationships with internal personnel and key external contacts
- Strong time management and organisational skills
- Ability to work under pressure yet deliver on time with attention to detail and accuracy
- Ability to use own initiative
- Excellent telephone manner and competent knowledge of telephone systems

Desirable

- Familiar with contacts databases or similar
- Knowledge of international development or a demonstrated interest in poverty-related issues

Application details

Your CV (no more than two pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the recruitment pack, should be uploaded onto our [online application portal](#). Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Early applications are highly encouraged; we will be reviewing submissions as they arrive, and interviews will be held periodically. As we are recruiting on a rolling basis, we reserve the right to end recruitment without notice.

Other

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the country in which this post is based.

Development Initiatives is an equal opportunities employer, and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour,

nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

We find it helpful for all applicants to complete our Diversity Monitoring Form, found on our website at: <http://devinit.org/working-with-us/vacancies/>

Working together

People are our greatest asset. It's a well-used saying, but at DI it really is true.

We acknowledge that we work in an environment where the pace is often fast, and we need our people to be able to respond swiftly and creatively to new situations and demands, so it makes sense that the better our employees are, the more effective we will be. For this reason, we work hard to create an environment that meets everyone's needs.

In line with our values (people-centred, purpose-driven and transparent), we aim for a culture of honesty and openness and want to attract and retain talented people who share our vision. We also like to offer individuals the space to use their talents in an innovative working environment with colleagues who are passionate about our vision. We also offer:

UK

- Informal work environment (e.g. casual dress)
- Pension scheme with 5% employer contribution
- Flexible working arrangements (e.g. homeworking, flexitime)
- Healthcare scheme with employee assistance programme
- Paid study leave and financial support
- Paid professional membership fees
- A free gym within the office building
- Enhanced holiday entitlement, plus all bank and public holidays and discretionary paid time off at Christmas
- Up to five days' paid volunteering leave (addressing poverty/helping vulnerable people).