



“This is a great job, as part of a wonderful team, where everyone’s passionate about making a positive difference to the city we love”

We think this, and we hope it’s something you’ll say as well if you come and join us as our **Events and Administration Coordinator**, providing support to the team and helping us to get things done.

What’s the job?

We need someone to join us in the fixed term six month role of Events and Administration Coordinator to provide critical administrative and logistical support across all of our programmes of work.

We need someone who can jump in and support the team on a range of projects, events and day to day work, who can make things happen, and help us to deliver our work to a standard we can all be proud of. This role is crucial to us in ensuring that everything runs smoothly, helping us with the logistics of our exciting events programme, and supporting our work with our members so that we continue to deliver what’s needed for London. This is a fixed term role to provide support over a busy period, so we need someone who is highly organised and willing to get involved with all aspects of our work to keep us all on track.

Our ideal candidate would be a highly organised individual who can use their skills to set up and support processes, to allow the team to work effectively, and who thrives working as part of a small team as well as working independently. We are looking for someone who will anticipate need and suggest solutions to challenges and use their initiative. Someone who cares about London’s communities and working towards lasting change. This job is ideal for those who want to learn more about the charity sector, and particularly London’s diverse civil society and its funding needs.

So who are we?

We’re at the heart of a great network of over 175 member organisations, focused on funding in London. This includes every local authority in London, City Hall, independent Trusts and Foundations, businesses, social investment organisations, housing associations and more. Together, our members invest hundreds of millions of pounds every year in civil society through all aspects of London’s life, from arts through to welfare, so that people across our communities can live better lives. We’re the place where funders come together to connect and collaborate, where ideas are generated and acted on, and where people work to ensure that resources are channelled to the right places.

The last two years have been our busiest ever. We’ve worked with the funding community to respond to the covid-19 pandemic: coordinating 67 funders in an unprecedented collaboration to distribute over £57m through the London Community Response, sharing insight and intelligence to drive effective and fast grant-making; and bringing over 400 funders together to sign our “We Stand With The Sector” statement in support of civil society at this difficult time. We’ve continued to share learning across the funding sector and beyond: welcoming over 2,800 people to our events and

networks in the last year; connecting over 3,200 people to resources and insights about the needs of communities; and publishing sector-leading reports and briefings that have reached over 6,300 people. We've contributed to policy and practice: speaking to networks from Scotland to New Zealand about collaboration; and sharing data and intelligence to inform the work of crisis response and recovery planning across London, from boroughs up to Number Ten. We're building on all of this with an exciting new strategy through to 2030, a long-term funder collaboration to tackle the system issues challenging our communities, and a renewed focus on ensuring that the future for our city is fairer, greener and more equitable.

We've done all this with a really small team – there are six of us (four full-time, two part-time) at the moment – so working effectively with the amazing people across our member and supporter organisations is critical. We're proud of what we do, and we've got ambitions to do even more in the coming years to help create a better London.

What do people say about us?

We're always listening to people to help shape what we do – and we've shared a few reflections below so that you can get a better sense of who we are and what we do. You can also see some of their comments and thoughts yourself on our social media (@LondonFunders).

Malene is one of the newer members of the team, having joined us in April 2021 as our Learning, Events and Networks Manager:

"The London Funders team are fantastic to work with – everyone is passionate about making the lives of Londoners better and always have time to give you a helping hand."

Yvonne Field, the Founder of Ubele, works with us on the London Community Response collaboration, helping to ensure that groups led by Black and Minoritised communities can access funding:

"It has been refreshing to see a partnership of funders that have really put equity at the heart of their approach, and to see that when we work together we can ensure that communities get the resources they need."

We also asked our members what they'd say about us, with some of their thoughts being:

"London Funders are a small team that achieve big things - thanks for all you do."

"I think London Funders have been exemplary in the last year - we've been proud to be members, to support where we can, and to learn via the network."

"London Funders is doing a fantastic job – we are grateful and full of admiration."

What are we looking for?

You'll bring your skills and experience at effective office administration to help keep our programmes running – from using programs you'll be familiar with (Microsoft Office software), to others that might be new to you (including Salesforce and Canva) where we can provide you with training and support to use them effectively. Your excellent communication and interpersonal skills will help you to work as part of our small fast-paced team, as well as with the colleagues in our member organisations you'll be meeting at our events. You'll soon find that no two days are the same, so whilst some elements of the job will be fairly routine (e.g. taking minutes at meetings), you'll also thrive on the variety of things you

can get involved in, using your prioritisation skills to help you stay focused on achieving great things as part of our friendly team, whilst learning more about the sector.

What can we offer?

Did we mention that we're a small and friendly team, helping to achieve positive change for London's communities? Well, we're also an organisation that's committed to celebrating the diversity of our city – and this translates into our working practices, from our fully accessible office (at the moment we're all working 60% of our hours in the office, alongside flexible and remote working) through to our family-friendly working policies. We're also committed to offering support, training and development so you can thrive in your role – so if there are elements of the job that are new to you, or areas where you'd like to increase your skills, we can talk about these in your regular one-to-one meetings with your line manager.

Whilst we are a small team ourselves, when we're in the office you'll find that we're co-located with our friends at Trust for London. So there's a bigger group that gives us opportunities to bounce ideas around with colleagues, learn from each other, and ensure that even when you're on your own in our corner of the office there will be other people around.

The salary is £25-28,000 per year, full time equivalent. There is flexibility about the hours for this role, so it would be available on a part time or full time basis (with a minimum of 21 hours per week). The skills, experience, insights and inspiration you will bring to the role are more important to us, so we'll work with you to shape the role and do what we can to accommodate your preferred working pattern.

How can you join our team?

If you're interested in the role we just need you to send us your CV, together with a covering letter (no more than two sides of A4) that explains how your skills, experience and knowledge meet the criteria in the attached person specification and why you want to work with us at London Funders. We'd also like you to fill in a monitoring form, which will be detached from your CV/letter on receipt, and used to help us ensure that we're reaching the full diversity of London's communities with our recruitment. All personal details will be redacted from your CV and covering letter prior to shortlisting so please send in a Word or PDF format that can be copied and pasted.

The deadline for getting your application to us is 10am on 19 January 2023 – we'll be shortlisting that day, and if you're selected for interview we'll invite you in to see us on either 24 or 25 January. When you meet us we'll ask you to do a short test (of your computer and prioritisation skills, you won't need to prepare in advance for this), and we'll then have an interview with you which will also include some time for you to ask us any questions.

When you're ready, send your CV, covering letter and diversity monitoring form to jessica.herbert@londonfunders.org.uk – you can also contact us on that email address if you have any queries, or call us on 020 7255 4488. We look forward to hearing from you!

Events and Administration Coordinator

Job Description

Job title:	Events and Administration Coordinator
Salary:	£25-28,000 per annum
Working hours:	Flexible, with a minimum of 21 hours per week
Responsible to:	Head of Programme Delivery

Purpose of role

The Events and Administration Coordinator is responsible for:

- supporting the delivery of our events, networks and projects;
- supporting on the delivery of our communications; and
- providing administrative support to the team

Areas of responsibility

1. Events coordination

- Providing logistical support for our events programme, both in person and online
- Servicing the meetings and events that we organise (including finding and booking venues, handling enquiries and registering participants, setting up electronic and other equipment appropriate to presenters, ensuring appropriate follow up after the event)
- Providing communications support to our Learning and Communications Manager by preparing social media content
- Supporting our meetings and events through sending out agendas, taking minutes and recording attendees on Salesforce

2. Administrative support

- Working with our Team Coordinator to support the delivery of both operational and project outcomes
- Developing and maintaining effective office systems
- Undertaking ad-hoc small projects to support the organisation, including desk-based research and leading activities delegated to this role
- Dealing with external suppliers to the organisation to ensure operational effectiveness and making sure we get best value in our purchasing

3. General responsibilities

- Supporting the Team Coordinator to ensure the office runs smoothly (from dealing with suppliers to ordering the equipment and resources we need to do our work)
- Ensuring our database is kept up-to-date through collecting, organising and inputting data in relation to our activities and membership
- Maintaining positive working relationships with colleagues in a small team
- Being proactive about your own development and identifying opportunities to learn
- Ensuring that the values of equity, diversity and justice are embedded in everything that you do
- Undertaking other duties as reasonably requested by your line manager, Chief Executive or Trustee Board



Person Specification

Job title: Events and Administration Coordinator

Criteria	Essential/ Desirable	Method of assessment
Skills		
Use of word processor, spreadsheet, email and internet software (Microsoft Office)	Essential	Application/Test
Use of Salesforce to record and analyse data*	Desirable	Application
Use of Canva to create social media content*	Desirable	Application/Interview
Effective communication skills (in writing and in person, with varied audiences)	Essential	Application/Interview
Excellent interpersonal skills	Essential	Application/Interview
Effective time management, organisational and prioritisation skills	Essential	Application/Test
Able to work on own initiative	Essential	Application/Interview
Experience		
Working as part of a small team	Desirable	Application/Interview
Organising meetings and events	Essential	Application/Interview
Managing diaries*	Desirable	Application/Interview
Minutes/note taking and report writing*	Desirable	Application/Interview
Dealing with enquiries by phone, in person and in writing	Essential	Application/Interview
Working effectively in accordance with equality and diversity policies	Essential	Application/Interview

** For the criteria marked as “desirable”, training and support will be available to you if appointed and you do not have pre-existing skills, experience or knowledge of these areas.*