

Job Title: Admin Assistant

Location: London, UK (Only candidates who are eligible to work legally without work visa sponsorship in the UK will be considered.)

Contract Type: Part-time (0.6 FTE / 24 hours per week), fixed-term contract until end of December 2026

Hiring Salary: GBP 29,017 per annum (before taxes, to be pro-rated to 0.6 FTE and contract duration)

Target Start Date: As soon as possible

Application Closing Date: 29 June 2026 23:59 BST - *Please note that applications will be reviewed on a rolling basis, and interviews may be conducted before closing date. You are encouraged to apply as soon as possible.*

This job advert is for an existing vacancy.

About Right To Play:

For more than 25 years, Right To Play has been protecting, educating, and empowering millions of children each year to rise above adversity through the power of play.

We offer programs in 13 countries across Africa, Asia, the Middle East and North America, reaching millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

This work is supported by our two global offices in Toronto, Canada and London, UK; and seven National Offices in North America and Europe.

Benefits Highlights:

- Connect and collaborate with a global team who are passionate about protecting, educating and empowering children and youth using the power of play!
- Culture premised on our **Culture Code (accept everyone, make things happen, display courage, demonstrate care, and be playful)**
- Flexible work arrangements
- 25 days annual leave plus bank holidays per year (to be pro-rated for part-time employees)
- Competitive benefits such as Income Protection and Life Assurance
- More information on what we offer is available on [our website](#).

Application Method:

Apply with your resume and cover letter in English via the application link:

<https://righttoplay.hiringplatform.ca/241854-admin-assisant/1097768-application-form/en>

Please note that applications will be reviewed on a rolling basis, and interviews may be conducted before application closing date. You are encouraged to apply as soon as possible.

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We strongly encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play.

As part of our selection process, final candidates will be required to complete security checks and Vulnerable Sector Check or equivalent criminal record check as a condition of the offer. More details about our recruitment process are available [here](#). Safeguarding information is available [here](#).

As part of our recruitment and selection process, Right To Play uses Artificial Intelligence (AI) - assisted tools to support the assessment of candidates or applications. This may include but not limited to generating and editing of job adverts, assessment and interview questions, scheduling, translation, transcription, note taking, etc. Our Applicant Tracking System (ATS), VidCruiter, also use AI-powered ChatBot to answer candidates' enquiries. These tools are used only to assist human reviewers in evaluation and do not make selection or screening decisions. All hiring decisions are made by human reviewers. All AI-assisted processes comply with applicable privacy and data protection regulations, including GDPR and PIPEDA. For more information, please refer to [RTP AI Policy](#) and our [Best Practice: Use of AI in Recruitment](#).

We value and promote a culture of diversity, equity, inclusion, and belonging. We are committed to providing accommodations to candidates with disabilities during the recruitment and selection process, and thereafter. Please reach out to the People & Culture team by email at careers@righttoplay.com. **All information provided will be treated as confidential and used only to provide an accessible candidate experience.**

Job Description:

Job Title: Admin Assistant	Grade: 4
Reports to: Vice President, Transformation and Impact	Location: London, UK
Direct Reports: N/A	Department: Global Program Unit

1- Purpose:

Provide high-quality administrative, operational, and coordination support to the Vice President, Transformation and Impact, ensuring effective execution of priorities and smooth day-to-day functioning of the UK office.

2- Accountability & Responsibilities:

- **Provide dedicated executive support (30%)**
Manage the Vice President’s calendar, coordinate meetings, prepare presentations and briefing materials, and track follow-up to ensure effective planning, decision-making, and delivery of priorities.
- **Support planning and tracking of strategic priorities (15%)**
Assist in coordinating planning processes, tracking progress against priorities, and supporting reporting to ensure timely delivery and alignment with organizational objectives.

- **Manage office operations and vendor relationships (20%)**
Oversee day-to-day office operations, ensuring effective administrative support and a well-functioning work environment; manage relationships with landlords and service providers to ensure timely maintenance, repairs, and service delivery.
- **Coordinate travel, logistics, and UK-based events (20%)**
Deliver comprehensive travel and travel expenses support, including visa coordination, itineraries, and logistics; organize UK-based organizational meetings and events (e.g., Freeze Week), ensuring smooth execution.
- **Support budget coordination and administration (10%)**
Assist with budgeting processes, procurement, and expense tracking; monitor variances and follow up as needed to support effective financial management.
- **Support communication, coordination, and information management (5%)**
Coordinate meetings, prepare action-oriented minutes, maintain organized filing systems, and support internal communication and knowledge sharing.
- **Perform other duties as assigned**

3- Scope (geographical and/or functional), Impact and Autonomy

- The role supports the Vice President, Transformation and Impact, coordinating with stakeholders across global PQI and country offices while supporting day-to-day office management in the UK.
- The incumbent operates with moderate autonomy in managing schedules, logistics, and office operations, including vendor coordination and facilities oversight, contributing to efficient executive operations and delivery of organizational priorities.

4- Leadership and Staff management

- This role has no direct supervisory responsibilities but plays a key coordination role across teams and functions.
- The incumbent builds collaborative relationships and supports effective coordination among internal and external stakeholders to ensure smooth execution of activities.

5- Information requirement for decision-making

- The role requires access to internal information such as schedules, plans, budgets, and travel data.
- The incumbent gathers, organizes, and tracks information to support executive decision-making, ensuring accuracy, confidentiality, and timely availability. Established processes guide analysis, with limited requirement to develop new tools or frameworks.

6- Innovation and Improvements

- Identify opportunities to improve administrative processes, office operations, and coordination mechanisms to enhance efficiency and effectiveness.
- Contribute to continuous improvement by streamlining workflows, strengthening tracking systems, and supporting better communication and collaboration across teams.

7- Relationships & Communications: Internal / External:

- Internal: Vice President, Transformation and Impact; PQI team, Country Offices; UK Office Staff
- External: Landlord, service providers, consultants, vendors
- Frequent communication is required to coordinate logistics, resolve issues, and ensure smooth delivery of administrative and operational activities.

8- Expertise (Certifications / Education, Professional Experience/Language)

- Bachelor's degree in administration, management, international development, or related field or equivalent practical experience
- Experience in administrative or operational support within a complex or international organization
- Experience coordinating logistics, travel, and events
- Experience supporting planning, tracking, and budget processes
- Strong organizational and time management skills
- High attention to detail and ability to manage multiple priorities
- Strong communication and coordination skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Fluency in English required. Additional languages are an asset

9- Core Competences

- Collaboration: Works effectively across teams and functions
- Growth Mindset: Actively learns and seeks opportunities for improvement
- Resilience: Manages competing priorities and deadlines with a solutions-oriented approach
- Professionalism: Demonstrates integrity, reliability, and attention to detail
- Management and Interpersonal Skills: Builds positive working relationships and communicates effectively

10- Additional Information

- The role is primarily office-based and requires flexibility to support time-sensitive priorities, events, and coordination across time zones when needed.