

JOB POSTING – Administration Officer

Organisation:	Right To Play International
Department/Division:	Headquarters
Work Arrangement:	A combination of in-office and remote-working in accordance with Right To Play’s work arrangement and the operational needs of the department (around 2 days per week in our London office in Kennington).
Authorised to work in:	UK (Eligible to work legally without requiring work visa sponsorship)
Target Hiring Range:	Starting from GBP 32,961 per annum (depending on experience)
Reports to:	Vice President, Impact & Quality
Contract Duration:	Permanent / Full-time
Application Closing Date:	17 April 2024 23:59 BST

ABOUT US:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity through the power of play. We help millions of children each year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the leading global development organization that uses play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 14 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and seven national offices across Europe and North America.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

ROLE SUMMARY:

The Administration Officer provides a range of administrative and programmatic support to the Program Quality and Impact (PQI) Team and Executive Team (ET) Members based in the UK.

WHAT YOU’LL DO:

#1. Administrative Support (30% of Time)

- Provides cover on administrative responsibilities and procurement during the absence of the UK Finance and Operations Manager

- Arranges and organises video conferences events and meetings as required by ET members
- Manages the agendas as required by ET members based in the UK
- Supports ET members to develop business cases and / or high-quality presentations as required.
- Provides administrative support to all ET events and in-person meetings in the UK including arranging facilities, supplies, meals, hotel bookings, etc.

#2. Project Planning and Management (20% of Time)

- Supports the development of PQI, Country Office (CO), Partnerships and People and Culture (P&C) annual implementation plans against org strategy
- Tracks PQI, CO and P&C team progress against annual implementation plans
- Supports ET members in the UK to prepare, monitor and report on their Annual Performance Agreement.
- Manages and coordinates discreet improvement projects such as managing a consultant to deliver a piece of work.

#3. Travel (15% of Time)

- Provides practical support to ET members on preparation, submission, approval and tracking of Travel Authorization Forms (TAFs) and expense claims by gathering relevant data and completing relevant forms.
- Works with country programmes on ET members' trip agendas and logistical arrangements including processing of visas
- Supports team members through all travel arrangements, including visa applications
- Tracks PQI and P&C team travel (against plans and budget)

#4. Budget Management and Monitoring (10% of Time)

- Supports the annual budgeting process for the following ET members: Chief People and Culture Officer, Vice President, Country Offices, Vice President, Impact & Quality, and Vice President, Global Program Partnerships and works across the broader teams to ensure the appropriateness of assumptions.
- Monitors the budgets vs actual reports and draws attention to the ET members based in the UK and works with the supervisors to address variances where needed.
- Facilitates the procurement process and payments of providers, consultants and vendors contracted directly by ET members based in the UK and PQI.
- Supports mid-year budget reforecast

#5. PQI Support and Coordination (10% of Time)

- Coordinates all meetings of the PQI Senior Management Team including facilitating agenda setting, preparing action-based minutes and following up with team members on progress against actions.
- Develops, coordinate and disseminate PQI team travel and leave schedules
- Sets up shared meetings and manage agendas for PQI, including working with country teams to decide on agenda items for Community of Practices (CoPs)
- Coordinates all broader PQI recurring meetings (e.g. PQI meeting, HQ global) including facilitating agenda setting, preparing action-based minutes and following up with team members on progress against actions.
- Manages the Global Program Unit filing system
- Serves as the contact person for all internal and external requests for information and communication materials



#6. Learning (10% of Time)

- Coordinates quarterly learning from projects – creating briefings for comms and internal learning sessions
- Supports annual reporting – gathering reach and program insights to share with comms, fundraisers etc.

#7. Other responsibilities as required (5% of Time)

WHAT YOU'LL BRING (ESSENTIAL):

EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree or equivalent in management, administration, international development or related discipline; or equivalent work experience

EXPERIENCE:

- Substantial experience in program support and/or administration in national or international organisations
- Experience or demonstrated skills in supporting planning processes and monitoring progress
- Experience in managing and tracking budgets
- Experience in preparing action-based minutes and following up on actions

COMPETENCIES/PERSONAL ATTRIBUTES:

- Highly organized, ability to set priorities and complete multiple tasks on time to a high quality
- Inquisitiveness, fast and eager learner
- Ability to collaborate with culturally and geographically diverse teams
- Possess customer-centric mindset and approach to resolution of issues
- Strong attention to detail

TECHNICAL SKILLS:

- Proficiency in the use of Microsoft Office Suite (Word, Excel and PowerPoint, etc.)

LANGUAGES:

- Fluency in spoken and written English

BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Fluency in spoken and written another language (Arabic, French, Portuguese, etc.)
- Experience of working directly with more than one supervisor

WHAT YOU'LL GET:

The opportunity to collaborate with an innovative, fun team who are passionate about working with children and youth. You will gain experience working for a globally recognised organisation with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits

- Flexible work arrangements (e.g. work from home and flex hours)
- 25 days annual leave
- 5 personal learning and development (L&D) days per year
- Annual learning week
- Annual staff recognition awards
- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events

HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

Application Link: <https://righttoplay.hiringplatform.ca/172074-administration-officer/733479-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout 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.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

To learn more about who we are and what we do, please visit our website at www.righttoplay.org.uk

