



Operations Administrator

CANDIDATE PACK

Location:

London, UK with option for
remote working

Seeking a top-performing administrator for a key role in Gatsby Africa, an ambitious and dynamic organisation committed to the transformation of high potential sectors in East Africa

About Gatsby Africa

Gatsby Africa is a private foundation set up by Lord David Sainsbury that is committed to building stronger economies in East Africa through the transformation of high potential sectors.

East Africa urgently needs economic transformation - growth with depth that will radically change economies, rapidly create jobs and offer large numbers of people pathways to make a step-change in their income. To address this, Gatsby aims to catalyse large-scale and lasting change in high potential sectors in East Africa to benefit many hundreds of thousands of people over the long-term. We have a portfolio of five sectors across Kenya, Rwanda, Tanzania and Uganda: aquaculture, textiles & apparel, forestry, livestock and water services. In addition, Gatsby has been supporting work in the tea industry in Tanzania and Rwanda through our partner, The Wood Foundation.

Gatsby, as a funder-implementer, uses a range of tools to achieve our goals, including direct investment and investment facilitation, grants, technical assistance and work with governments on policies and legislation. Our portfolio puts us in a strong position to deliver meaningful levels of impact and strengthens our ability to generate and share our learning with others.

Purpose of the Role

The successful candidate will provide logistical and administrative support, primarily to the Gatsby Africa UK team, to facilitate efficient and effective day-to-day operations. Under the direction of the UK Operations Manager, they will contribute to the successful implementation of activities across the organisation.

The role will be a part time (0.5 FTE) 1-year fixed term contract based in the UK, with the opportunity to work either from our offices in London or remotely from home.

Overview of Responsibilities

Travel & logistics support

- Provide logistical support for the UK team - be the central point of contact to support the team and consultants travel arrangements.
- Coordinate with Administrators across all GA locations to support visitors travelling to the UK e.g. with flights, airport transfers, hotel bookings.
- Produce trip itineraries and supporting documents.
- Support the team to obtain all visas, vaccinations/medication and other requirements related to travel.
- Work with the Operations Manager and Security team to facilitate effective travel risk assessments and ensure travel advice is provided in advance of departure.

Financial administration

- Administer all invoicing and external payment requests for the GA UK office.
- Oversee completion of the UK team's expenses and credit card reconciliations ensuring these are accurately completed with correct budget codes.

Support to the Executive Director

- Support the Executive Director with administrative tasks including, reconciliation of expenses, travel bookings for flights and other ad hoc support as required.

Meeting & event coordination

- Assist in arranging meetings, workshops, events, and visits as required.
- Planning and managing UK team events, as well as supporting other work-related events in East Africa as required.
- Other related support including arranging catering for external meetings and taking minutes where required. This may very occasionally require in person support at our office in London.

Additional responsibilities

- Monitor compliance with all GA policies and procedures, particularly those relating to travel and security.
- Facilitate effective communication with the wider team and other stakeholders as needed, ensuring timely dissemination of information, updates, and announcements.
- Draft, review, and respond to routine office correspondence as needed. Ensure appropriate routing and timely follow-up for all incoming and outgoing communications.
- Support the data protection champions to ensure compliance with relevant regulation in the UK and East Africa.
- Provide general office support as required.

Person Specification

This role will suit a high-quality Administrator with a proven successful track record operating in high-performance teams.

Competencies

- A keen eye for and attention to detail.
- Excellent written communication skills.
- Excellent oral communication and interpersonal skills, demonstrating an ability to build rapport with a range of internal and external stakeholders.
- Strong organisation skills with an ability to manage multiple priorities and deadlines for different team members in a fast paced and often fast changing environment.
- Sound judgement when it comes to working with others, including when to escalate matters to those more senior in the team.
- Sufficient financial literacy to be comfortable working with a variety of financial data formats
- Good Microsoft Office skills.

Personal attributes

- Hard working and able to demonstrate resilience when operating in a fast-paced environment.
- Consistently able to demonstrate a measured, pragmatic approach.

- Able to work well both independently and collaboratively with a diverse team.
- Comfortable with some routine functions balanced with some more demanding requirements.
- Shows integrity and professionalism as well as empathy with Gatsby's mission and values.

Qualifications, experience and expectations

- Relevant work experience in an administration role.
- Experience supporting a busy team with a high volume of travel for both direct team members as well as some external consultants.
- Experience managing travel logistics across a number of different countries or locations would be an advantage.
- A track record of successfully:
 - Efficiently and effectively managing team administrative systems.
 - Providing administrative coordination/support for internal and external meetings including face to face, hybrid and online options.

Eligibility

Please note we can only accept applications from candidates who have the right to live and work in the UK.

Salary and Benefits

The starting salary for the role is £13,636 per annum (£27,272 p.a. Full time equivalent).

Core benefits include a generous pension scheme, 22 days annual leave rising to 25 days within your first 3 years, an additional 3 days discretionary leave when our office closes in December, life assurance, income protection, private health and dental care, annual health checks and Employee Assistance Programme, along with a range of benefits designed to promote your work/life balance and make your time with us enjoyable and rewarding.

How to apply:

If you meet the criteria outlined above and would like to apply for the role, please submit:

- an up-to-date Curriculum Vitae/Resume (of no more than 2-3 pages)
- a cover letter

Your cover letter should be no more than one page long. It should explain why you are interested in this opportunity and Gatsby Africa, and how your skills and experience make you a good fit. Bullet point only cover letters will not be considered.

Please submit the above documents by email to recruitment@gatsbyafrica.org.uk with the subject as **Operations Administrator**.

Closing date for applications: **12 December 2024**.

Please note that we may close this vacancy earlier if we receive a high volume of applications.

If you need any further information about our recruitment process or to discuss any support or reasonable adjustments that you may require to make an application, please contact the People team at recruitment@gatsbyafrica.org.uk.

Due to the volume of applications only shortlisted candidates will be contacted, and we can only provide individual feedback to candidates who are invited to interview.

Diversity, equity and inclusion

Diversity, equity and inclusion are central to Gatsby Africa. We are committed to treating all employees and job applicants fairly, equally, and no less favourably than anyone else. We recognise, respect and value diversity and the benefits that difference can bring to our organisation.

Safeguarding

We are committed to protecting children and vulnerable adults from any harm when engaging with Gatsby Africa or its partners, and we expect all our staff to abide by our safeguarding policy.

Queries

If you encounter any problems or have any questions on the process, please contact the People team at recruitment@gatsbyafrica.org.uk



**Gatsby
Africa**

www.gatsbyafrica.org.uk