

Events and Office Administrator | Social Market Foundation

The Social Market Foundation (SMF) is a non-partisan think tank. We believe that fair markets, complemented by open public services, increase prosperity and help people to live well. We conduct research and run events looking at a wide range of economic and social policy areas, focusing on economic prosperity, public services and consumer markets.

We are seeking a hard-working and organised candidate to assist with the SMF's busy events programme and office administration. This is an exciting opportunity to join a small team running a think-tank at the heart of Westminster.

Reporting to the Head of Events and Partnerships, the candidate will assist with the project management of the SMF's events online, in Westminster, and at the Liberal Democrat, Labour and Conservative autumn party conferences. The role will also involve the general management of the SMF's Westminster office and administration for the team.

The successful candidate will be expected to attend and assist with the SMF's events at future Autumn/ Spring party conferences, for which some weekend and evening work may be required.

The duties of the Events and Office Administrator will include, but not be limited to:

Events:

- Supporting the SMF's events team with the operational management of the SMF's events in Westminster and at the political party conferences – these include; report launches, panel debates, seminars, dinners and expert roundtables
- Researching and managing bookings for external venues, AV, catering, staff travel and accommodation
- Liaising with internal stakeholders, including the SMF's Trustees and Policy Advisory Board, and external stakeholders, such as corporate partners, journalists, government officials, trade bodies and MPs from all major political parties
- Researching and identifying appropriate speakers and attendees for events, and potential sponsors and partners for future SMF projects
- Sending invitations to attendees and speakers, and maintaining contact lists.
- Sending speaker briefings and marketing materials for events
- Representing the SMF at all events – setting up event materials, AV and catering, greeting attendees and speakers

Office Administration:

- Answering the office phone (when back at the office) and general enquiries email
- Welcoming visitors to the SMF office including senior politicians, officials etc
- Managing external office supplies and suppliers, such as – cleaning services, telephone and broadband, office insurance provider, printer and water cooler
- Maintaining a tidy and organised office, and ensuring stationary and other office equipment is well stocked
- Liaising with IT support and ensuring staff members have appropriate equipment
- Working with the SMF's Finance Manager to ensure invoices are paid promptly
- Organising SMF Trustee and Advisory Board meetings, and circulating papers
- Supporting the SMF team with HR related duties – managing the annual leave calendar

- Liaising with the landlord and other tenants over office maintenance and safety, and also the booking of a shared meeting space
- Ensuring the appropriate Health and Safety and Fire regulations for the office are met
- Helping with the safe transition for to return to working in the office
- Sorting and organising post
- Organising new employee inductions

Person specification:

An ideal candidate will have:

- Good written communication skills and well-developed interpersonal skills.
- Excellent organisational skills and the ability to juggle a range of different assignments at the same time, to react quickly and prioritise a busy workload.
- Good IT Skills, including Microsoft Word, Excel and PowerPoint.
- Excellent attention to detail.
- An interest in public policy and politics, and an enthusiasm for the mission and goals of the Social Market Foundation.
- Some experience of office administration and/ or events planning in the commercial, charity or voluntary sector would be beneficial but not essential.

Benefits

Salary: London Living Wage (currently £11.05 per hour).

The SMF offers a contributory staff pension and generous holiday allowances.

The SMF is based at Westminster and the post-holder will be expected to work in our office there at least two days a week, subject to coronavirus restrictions, with other working time spent at home.

Standard SMF working hours are 9.30am–6pm, Monday to Friday. We actively encourage flexible working and working patterns which are different to these hours. The appointee will be able to design their working week – in discussion with colleagues – to accommodate family commitments and other obligations.

Application process

Applications should be sent to opportunities@smf.co.uk with the header “EVENTS AND OFFICE ADMINISTRATOR”.

The deadline for applications is **midday on Wednesday 26 January 2022**. Shortlisted candidates will be invited to an initial interview – to be held via Zoom – during the week starting 31 January 2022.

Applicants should attach two pdf or word documents:

1. A CV (**please read the notes on this carefully below before submitting**)
2. A one-page covering letter summarising how you fit the person specification and why you are interested in this position (**please read the notes below before submitting**).

3. Applicants are also asked to download, complete and return an equality and diversity monitoring form. This is voluntary and not a condition of applying. A copy of the form can be found [here](#).

To discuss this post informally with Hannah Murphy, SMF Head of Events and Partnerships, please email hannah@smf.co.uk

Notes on application

1. Applications will be sifted on a name-blind basis. **Please do not include your first or last name on your CV or covering letter.** So we can identify you please include your name in the email you send with your application.
2. CVs should omit institutions. Please do not include the names of schools or universities attended. Do include courses studied and qualifications obtained.
3. Where possible, please remove references that might identify your background, sex or other characteristics. For instance, change references to “University women’s football team” to “university football team.”

The SMF is an equal opportunities employer and all our jobs are open to anyone, regardless of sex, sexual orientation, race, age, disability, gender reassignment, religion or belief, marriage and civil partnership, or pregnancy and maternity.

We particularly encourage applications from people whose backgrounds are poorly represented in Westminster-based institutions and employers.