

JOB DESCRIPTION

JOB TITLE: Team Administrator
REPORTS TO: HEAD OF DESIGN MANAGEMENT
DEPARTMENT: DESIGN MANAGEMENT / Brand Communications
DIVISION: Communications
GRADE: E

REPORTS TO

WWF-UK Head of Design Management, dotted line to Head of Communications (Brand)

JOB PURPOSE

The Team Administrator is responsible for the management and delivery of finance and administrative systems that support the work of the Design Management and Brand Communication teams

GRADE

Grade E

DIMENSIONS

- Assists in the preparation and day to day management of the Design Management & Brand Communications budget
- Works to ensure the smooth and efficient running of administrative systems and securing, where relevant, economies through central purchasing or contracting.
- Handles and organises both teams' travel and accommodation

PRINCIPAL RESPONSIBILITIES

Provides general administrative support to members of Design Management & Brand Communication teams such as

- Arranging meetings, booking training, printing, photocopying etc.
- Handles all requisitioning and invoicing relating to Design Management & Brand Communication using the electronic purchasing system
- Responsible for management of related contracts including design agencies, film, photography and marketing support, etc
- Develops and maintains Design and Brand team office systems; ensures efficient and appropriate filing and archiving systems are followed.
- Provides support to the Head of Design Management and Head of Communications (Brand) in the preparation of the respective budget and regular budget updates
- Co-ordinates travel and accommodation for staff within the two teams
- Archiving film assets, logging incoming tapes and filing in onsite safe

- Archiving design project collateral and final published material
- Managing brand and promotional stock items (eg T-shirts, badges, brochures)
- Supporting brand sign-off across both teams, ensuring requests are handled and recorded appropriately and within deadlines
- Arranging and attending team and other meetings, taking and circulating notes
- Coordinating updates for CSM, ARENA, External Bulletin and other reporting systems
- Administrative support for marketing/communications initiatives and events
- Any other support for the Heads of teams, as required.

PERSON SPECIFICATIONS

- Experience in working in an administrative role, specifically working with invoicing systems
- Demonstrated experience of setting and monitoring budgets
- Good written, verbal and numerical communication skills and an excellent telephone manner
- Demonstrated ability to communicate well with all levels of staff
- Advanced knowledge of word processing packages include Word; Excel; E-mail, PowerPoint
- Experience of using the Internet and Intranet
- An ability to work to tight deadlines when necessary and to be flexible in the face of changing priorities
- Excellent organisational skills
- Demonstrated experience in the use of contacts management databases
- GCSEs, BTEC or equivalent in English and Maths
- A team player, flexible to respond to the variety of the role while maintaining high levels of discretion and diplomacy.
- Must be able to work well under pressure and to tight deadlines.

WWF SUCCESS FACTORS

All employees in the organisation are expected to demonstrate that they fulfil or can develop the skills, knowledge and behaviours that comprise WWF-UK's Success Factors.

In summary, these include:

- Getting the big picture: doing what is best for the organisation as a whole by thinking and acting in line with WWF-UK and WWF Network strategies.
- Achieving results: knowing what must be done and successfully delivering, helping others along the way.
- Working together: collaborating across teams, divisions, the WWF Network and with partners for greatest impact.