

Title of post:	Administration Officer
Reports to:	Governance and Secretariat Officer
Key Contacts:	Officers of LWARB, GLA, and London Councils, the London Boroughs and Statutory Joint Waste Disposal Authorities Consultants and applicants to LWARB's programmes. Members of the Board and its Committees
Job Grade:	Grade 3; £26,178 to £28,967
Pension:	Voluntary employee's contribution matched by employer up to 3% of salary
Period:	Permanent
Hours	Full time
Annual Leave	30 Days
Location	The officer will be based at the LWARBs Offices at 169 Union Street, London, SE1. Some travel to events and meetings across London will be required on occasion.

Main purpose of job:

- To provide administrative support to the London Waste and Recycling Board's programme of activities. The job will be split 50:50 between the Resource London Programme of local authority support and general support to the organisation.

Main accountabilities:

- To work as part of a team to deliver the objectives of LWARB.
- To provide general office administrative support.
- To provide administrative support to LWARB's projects and programmes with a particular emphasis on the Resource London programme of local authority support (e.g. the London Borough Efficiency Review Fund, Borough Communications Support Service, Best Practice Workshops, Joint Procurement and other support programmes) including the following areas:
 - Project Administration Processing and monitoring of applications to the LWARB's programmes, co-ordinating events and workshops, liaising with external consultants, project partners and borough officers. Processing of paperwork required for payments.
 - Meeting Support Scheduling meetings, booking venues and catering, preparing documentation, minute taking and general support to Board and Committee Meetings.
- Web & Social Media: updating the LWARB and Resource London's websites and social media presence.
- Stakeholder Management: Maintaining stakeholder contacts databases, responding to general email and telephone enquiries, preparing and distributing a quarterly newsletter.
- Finance: Processing of financial transactions in LWARB's finance system (raising purchase orders, processing invoices, processing queries).
- Diary management for the Chief Operating Officer
- To undertake such other duties, as may be reasonably required and which are consistent with the general level of responsibility of this job.

Knowledge, skills and experience	Essential	Desirable
1. Strong administrative and organisational skills.	X	
2. Evidence of administrative support to multiple projects with multiple stakeholders.	X	
3. Evidence of excellent planning and organising skills with the ability to prioritise between competing demands.	X	
4. Experience of using IT systems including MS Outlook, word-processing, spread sheets and databases, editing websites and managing social media.	X	
5. High degree of literacy and numeracy.	X	
6. Experience of processing financial transactions.		X
7. Strong communication skills and experience of working as part of a team with an ability to work on own initiative as required.	X	
8. Experience of working in a public body.		X
9. Interest in waste and recycling, climate change and related renewable and sustainable energy issues.		X
10. Knowledge of the waste sector		X
11. An understanding of equality of opportunity, valuing diversity and the ability to translate this into action.	X	