



**Office & Learning Centre
Administrator
The Gaia Foundation**

Start date: 1st July 2020
Salary: £22,000 pro rata (starting salary)
Hours: 25 hours (spread over 5 days)
Location: Hampstead, London NW3

The Gaia Foundation (Gaia) has nearly 35 years' experience working to revive bio-cultural diversity, regenerate healthy ecosystems and strengthen climate change resilience. We host an exciting programme for seed sovereignty in the UK and Ireland, and work closely with partner organisations, indigenous communities and Earth defenders globally, especially in Africa and South America. For more information we recommend you visit www.gaiafoundation.org

The position of **Office / Learning Centre Administrator** is a key role in Gaia's small team who mostly work from home, and require a strong presence at our NW3 office and learning centre, 'Gaia House', to support the team and programmes, and for hosting meetings and visitors. We are looking for an enthusiastic person who lives locally. The position will suit someone who loves organising, is an excellent multi-tasker, and has strong administrative skills suited to supporting a small and busy team and international partners. If you are self-motivated, spirited and have experience in admin as well as hosting, this could be the job for you!

Gaia operates a non-discriminatory employment policy, and we welcome all applicants no matter age, gender or ethnicity. See more about the role of Office/Learning Centre Administrator (p.2).

The ideal candidate will be ready to start in July 2020. Annual paid holiday leave for all Gaia staff is 25 days (pro-rata for part-time). The Office and Learning Centre Admin Assistant will report directly to the Director and/or Deputy Director.

If you are interested in joining the Gaia team, if you resonate with our work and values, and have the relevant skills, experience and enthusiasm for this post, please:

1. **Complete the Gaia Job Application Form**
2. **Send the form and a copy of your CV by email to Cristina Flores [cristina@gaianet.org], with "Office and Learning Centre" in the subject line, to reach us by 24th June.**

Deadline for applications 24th June 2020
Interview Dates 6th July onwards (times to be arranged)

More about the role of Office / Learning Centre Administrator

Purpose:

To be the central cog that keeps the wheels of the Gaia Foundation team and its diverse programmes functioning smoothly, and provides a welcoming environment for our team and guests to Gaia's office/learning centre ('Gaia House') in Hampstead.

Specific responsibilities will include:

1. **Admin support for the Gaia team**, including digital filing; responding to external enquiries; coordinating diaries and meetings, annual leave, team calls and rhythms, quarterly reporting etc; hosting video-calls for the team and learning events; overseeing IT needs and challenges; keeping track of Gaia equipment (computers, printer, digital cameras, etc) and ensuring good upkeep; keeping track of team compliance with health and safety, safeguarding, ethical practices, GDPR and other charity requirements; liaison with suppliers and service providers; keeping stock of Gaia materials (printed reports, DVDs, etc) and purchased materials; setting-up induction for new staff or interns; support and innovation for the ethical and efficient use of technology and Gaia's ethical guidelines.
2. **Programme support**, such as tracking donor reporting; arranging travel (national/international), visas and insurance; logistics for UK and international venues and meeting; securing quotes for the provision of services; providing and updating easy-to-use manuals or protocols for the Gaia team; innovating more ecologically and socially responsible and efficient systems.
3. **Gaia Learning Centre care-taking and hosting**, such as coordinating or hosting (including catering as necessary) small meetings, talks and workshops; overseeing the preparation of guest-rooms and the cleaning or maintenance of the house and garden for visitors and events; ensuring a warm welcome for guests and orienting them for internet access, local food and transport options; making sure the birds and hedgehogs are taken care of too!
4. **Secretarial support to the Board of Trustees**, such as assisting the Finance Manager to prepare and circulate Board meeting materials; taking minutes at Trustee and team meetings; preparing the learning centre with food/refreshments for gatherings, and tidying afterwards; supporting the Chair of the Trustees with email correspondence or calls.

Required experience & desirable skills:

We are more interested in experience in office administration and in running a community or learning centre. Ease of access to Hampstead will be essential, as the position requires a daily presence and flexibility to attend to visitors or events at weekends or evenings if required. Familiarity with Microsoft Office 365 and excellent computer skills are required. The position will suit someone who has a calm nature and enjoys multi-tasking and problem-solving. The successful applicant will have strong written and oral communication skills and a passion for working with others on ecological, social and climate justice issues. Experience in taking care of communal places and hosting small public events or gatherings is essential.

Terms and conditions:

This is a part-time, 25 hours (spread over 5 days) position. Gaia operates a six-month probationary period. Annual leave is 25 days plus public holidays (pro rata for part-time).