



## **Office Administrator, The Orwell Foundation (part-time / 0.8 FTE)**

**Reporting to:** The Prize Coordinators, Deputy Director and Director

**Closing date:** 17.00 Friday 26th August 2022

**Hours:** 4 x 7.5 hour days per week (30 hours), to be worked flexibly.

**Location:** The Foundation's office in Central London (Bloomsbury), with the potential for occasional remote working.

**Contract:** 12 months, fixed term. The position is available immediately.

**Salary:** Equivalent to a full-time salary of £22 500 (£18 000 for a 4 day week).

**Additional benefits:** Generous annual leave of 25 days paid annual leave pro rata (20 days p.a.) in addition to bank and public holidays pro rata plus the period between Christmas and New Year. There is an opt-out organisation pension scheme.

**Required experience and skills:** We are looking for a graduate with a keen interest in, and knowledge of, politics and the arts, in particular the works of George Orwell. Some experience of work in a relevant sector (charity / journalism / publishing / events) is preferred.

### **About The Orwell Foundation**

The Orwell Foundation is a registered charity (1161563) which exists to sustain the achievements of the British author George Orwell (1903-1950) through the provision of prizes, cultural events, and debates for the public benefit, as well as the education of children and young people.

The Foundation is host to a growing number of Orwell-related activities – from public events and lectures, such as the recent Orwell Festival, to dramatised readings of Orwell's work, though its primary programmes remain The Orwell Prizes – the UK's prestigious awards for books and journalism – and The Orwell Youth Prize, an educational programme for young people which culminates in an annual writing prize. The Orwell Foundation is based at the Institute of Advanced Studies in University College London, home of the George Orwell Archive.

For more information about our prizes and programmes visit [www.orwellfoundation.com](http://www.orwellfoundation.com).

### **Job description**

The Office Administrator will provide support across all the Foundation's activities including:

- Checking and maintaining Foundation calendars and email accounts and providing a first point of contact for external calls / correspondence.
- Assisting with the administration of Orwell Foundation events, including booking rooms, transport and catering, managing guestlists and providing support on the day.
- Helping arrange Foundation board, committee and judging meetings and taking minutes.
- Assisting with the administration of The Orwell Prizes and Orwell Youth Prize, including processing entries, maintaining records, and assisting volunteers.
- Helping pull together material for fundraising bids.
- Helping prepare communications and marketing material (digital and print).
- General office support, including printing, postage and record keeping.

The Office Administrator will be expected to carry out other reasonable duties, as requested by the Prize Coordinators, Deputy Director and Director.



## **Person specification**

The successful candidate will have / be:

- Excellent team-working skills.
- Well organised, thorough and able to prioritise a diverse workload.
- Flexible, adaptable and confident about working independently without close supervision.
- A clear writer and communicator.
- Highly computer-literate, with a strong working knowledge of MS Office (including MS Excel or equivalent), Dropbox, Zoom and Google Docs.
- An interest in the life and work of George Orwell and a willingness to learn more.
- A commitment to the aims of The Orwell Foundation and its core programmes, The Orwell Prize and The Orwell Youth Prize.
- Ready to work with people holding a diverse range of political beliefs and attitudes.

In addition, the following qualities are desirable but not essential:

- Experience of working in the charitable, journalism or publishing sectors.
- Experience co-ordinating public events, online and/or in person.
- Experience of working closely with trustees and senior management.
- Working knowledge of social media and newsletter platforms, including Instagram, YouTube, Twitter, Facebook and Mailchimp (or equivalents).

## **Making an application**

With reference to the specification above, applicants should send a brief cover letter and CV, FAO Liz Wallace to [recruitment@orwellfoundation.com](mailto:recruitment@orwellfoundation.com) by 17.00hrs on Friday 26th August 2022 in an email with the subject heading 'Office Administrator application'.

Please use the 'recruitment' email address above to make your application, as applications sent to any other email address will *not* be considered. If you have questions about the role, or accessibility requirements for interview, please email Jordan Dilworth at [jordan.dilworth@orwellfoundation.com](mailto:jordan.dilworth@orwellfoundation.com) with the subject heading 'Office Administrator query'.

Interviews will take place in the week commencing 29<sup>th</sup> August 2022 (after the Bank Holiday)