



WaterAid/Eduardo Rodriguez



WaterAid/Jordi Ruiz Cirera



WaterAid/Sibtain Haider

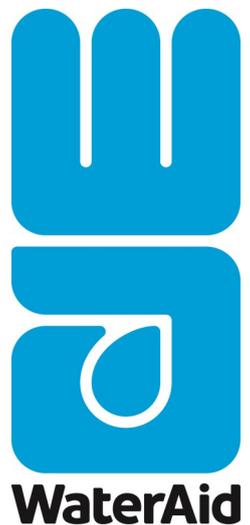
Job description

People Team Administrator

London

Full time fixed term for 1 year with possibility for extension

Grade 7

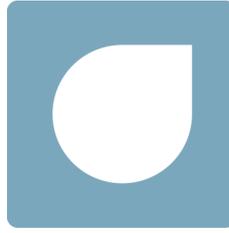


WaterAid is an international not-for-profit, determined to make clean water, decent toilets and good hygiene normal for everyone, everywhere within a generation.



**One vision.
Three goals.**

Who we are



Since we started in 1981, we've remained resolutely focused on tackling these three essentials that transform people's lives.

Without all three, people can't live dignified, healthy lives. With all three, they can unlock their potential, break free from poverty, and change their lives for good. Children grow up healthy and strong, women and men get to earn a living, whole communities start to thrive. It sounds normal and it should be.

We're committed to changing normal forever—are you?

About the role



Job purpose

The People and Organisational Development Department is responsible for leading our people strategies across WaterAid globally and is made up of three teams: Leadership and Engagement, International People Management and UK People Management.

Reporting to the PA to the Director of People and Organisational Development, this role will provide excellent administration support to the Director and contribute to the overall effectiveness of the People Team.

The role will also provide administration support to the Leadership and Engagement Team, who is responsible for facilitating high levels of employee engagement and performance across WaterAid through leadership and management development, learning, talent management, employee engagement and internal communications.

Accountabilities



Accountabilities

- Provide administration support for the Director's daily schedule, including desk booking, book meetings and rooms, prepare paperwork and materials, and support virtual meetings
- Support administration and logistics for face to face and virtual meetings, away days, inductions and learning and development programmes
- Draft emails and letters, prepare presentations and papers for meetings and events. Maintain effective filing systems
- Support arrangements for meetings, away-days and other team building events for the People & Organisational Development Department, helping to maintain high levels of engagement and a fun and positive working environment
- Process invoices and expenses, ensuring complete and accessible records and reports on reasons for variances
- Arrange UK and international travel including flights, visas and health requirements. Research requirements to ensure value for money and safe and efficient travel arrangements are in place
- Provide administration of our learning managing system The Learning Hub including managing users and people data, and psychometric assessments
- Monitor the Learning inbox and respond to and escalate queries as appropriate
- Update People Team content and pages on WaterAid's global intranet The Spring
- Support the People Team to be GDPR compliant through data cleansing and maintaining data security and integrity
- Collaboratively work across the People Team, providing support and cross cover when necessary. Ensure support and/or cover for the PA to the Director of People and Organisational Development during busy periods or absences
- Maintain a high level of confidentiality, discretion, diplomacy and professional integrity in dealing with sensitive matters relating to members of staff
- Conduct reasonable and appropriate duties in the People Team in line with the spirit of this job description.

Person specification



Essential skills

Commitment to WaterAid's values of Respect, Accountability, Courage, Collaboration, Integrity and Innovation and a working style that reflects these

Experience of providing excellent administration support to a team or individual including diary management and organisational skills

Brilliantly organised and motivated by the desire to support others to be effective and efficient in their work. Strong time management and ability to prioritise

Excellent accuracy and attention to detail

Good diplomatic interpersonal and communication skills (written and verbal) including across geographical and cultural boundaries. A good listener

A flexible and pro-active approach to work including the ability to identify and manage multiple and changing priorities in a fast-paced environment

Digitally literate with good IT Skills and ability to use Office 365 tools of Outlook, Word, PowerPoint, Excel and SharePoint and set up virtual meetings on Skype for Business

Integrity and the ability to act with discretion and respect confidentiality

Ability to work calmly under pressure and drive tasks through to completion

Positive, outgoing, helpful disposition and a team player, able to work in a collaborative and adaptable way

Ability to represent the People Team across a range of internal and external key stakeholders

Interest in international development and people management

Commitment to personal learning and development

Desirable skills

Experience of providing high level and efficient administration support to a senior manager

Appreciation or experience of some of the country contexts in which WaterAid works

French, Portuguese or Spanish language skills

Demonstrable skills in travel itinerary and diary management of multiple events

Experience of learning and development administration, using learning management systems and knowledge of eLearning

Numerical accuracy with a basic understanding of managing and processing invoices and expenses