



Admin Assistant /Project Support Assistant
Job Description
and
Person Specification

January 2026

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Job Title: Admin Assistant/Project Support Assistant

Reporting to: Operations Executive

Direct Reports: N/A

Based: Hybrid Working Arrangement, London based (Borough) with a minimum 2-3 days in the office

Hours: Full time – 37.5 hours per week 09:00 – 17:30

Salary: Circa £32,500

Role Summary

Working as part of the Operations Team, the role primarily is to provide pro-active and efficient administrative support to the CEO and the wider Executive Team. Whilst this is the main focus, there is an expectation that the role will flex in the provision of the support between all areas of the organisation where and when this is required. There will be opportunity to provide administrative, events, and logistical support to help with specific projects, ensuring that appropriate support is provided for Projects Teams to successfully execute and deliver key projects.

Key Responsibilities/Deliverables

Administrative Support to the Executive Team

- Manage and coordinate the diary of the Chief Executive, prioritising and arranging internal and external engagements.
- Provide administrative support to the wider Executive Team (SLG) including data entry, diary support, arranging meetings, email management, preparation of expense forms, and ensuring appropriate briefing papers are prepared and provided.
- Organise travel and accommodation arrangements when required utilising a third-party travel company where appropriate.

Meeting Support

- Liaison with the Patron, Chair, and Board of Trustees as appropriate, including arranging and servicing quarterly Board meetings.
- Organise and support weekly management meetings, as well as wider team meetings and events.
- In conjunction with the Operations Executive, support high level meetings including producing minutes.
- Book meeting rooms, schedule remote calls (Zoom/Teams), and manage the digital meeting schedules.

- Perform other ad-hoc tasks as required and requested by the Executive Team.

Project Support (Administration)

- Maintain accurate contact lists and databases to ensure seamless communications.
- Update Salesforce records of the IGF Executive, assisting in the development of the nominated data management system for the Foundation.
- Collating and updating key contacts of the IGF team for future event guest lists.
- Assist the Operations Executive in monitoring and activity relating to the IT provision, including co-ordinating the purchase of new equipment in conjunction with the third party IT provider, and approving change requests as needed.
- Work alongside the teams preparing and planning IGF events including attendance at the events to assist in the co-ordination and delivery where this is required.

HR Administration

- Be responsible for monitoring the mandatory training programme, ensuring that all on-line training is completed for staff and new starters within appropriate timescales and escalating any issues with completion.
- Assist with the on-boarding of new staff, including checking and validating relevant documentation, and coordinating the induction process
- Co-ordinate the annual Appraisal Review and Mid-Year Review cycle, issuing and collating documentation
- In conjunction with the Operations Executive, co-ordinate and maintain employment policy documents, ensuring that each are prepared and submitted for review at the relevant committee in line with the review timetable.

Person Specification

Qualifications and Skills

- **Educational background.** A secondary school qualification is required; a university degree in a related field is preferred.
- **Work experience.** Experience delivering in a team based role which has required independent thought, proactivity and a can-do attitude is helpful.
- **Technical skills.** Advanced skills in the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Knowledge of Salesforce CRM software is desirable but not essential.
- **Organisational skills.** Strong organisational skills with the ability to multi task and remain calm under pressure
- **Communication skills.** Displaying strong verbal and written communication skills, allowing for effective collaboration with team members and external stakeholders.
- **Problem-solving.** A proactive and solution-oriented approach to handling issues, with the ability to anticipate needs.
- **Adaptability.** Ability to work independently in a remote work environment.

Personal Requirements

- An understanding of and commitment to the ethos of the IGF.
- Self-starter and motivated, able to thrive in a fast-paced environment.

- An ability to exercise judgment and discretion, particularly when handling confidential information.

All applicants must have the right to work in the UK and undertake a satisfactory DBS check appropriate to the role.