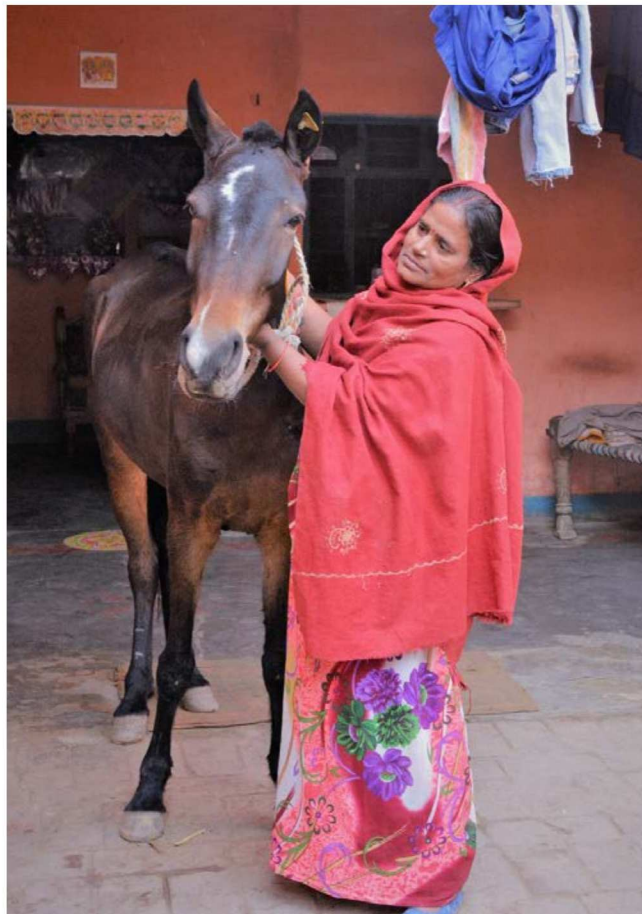


Job Description

Administrator – CEO Directorate CE01902



Role Details

Reports to: L&D Manager

Location: Central London. Brooke will be moving offices in September 2019 to the City of London

Hours: This is a full time role working 35 hours a week, 9am to 5 pm, Monday to Friday.

Salary: £24,000 p.a.

Contract type: Permanent

Closing date: 17 May 2019

Our vision and mission

Our vision is of a world in which working horses, donkeys and mules are free from suffering.

Our mission is to transform the lives of vulnerable working horses, donkeys and mules around the world. We relieve their immediate suffering and create lasting change by working with people, communities and organisations.

About Brooke

Brooke is an international animal welfare charity working to improve the lives of working horses, donkeys, mules and the people who depend on them.

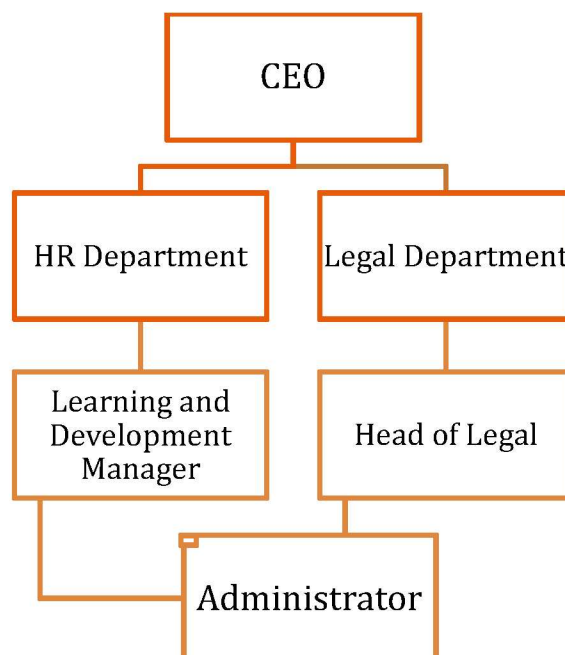
We reach over 2 million working animals across Africa, Asia, Latin America and the Middle East. Our staff include vets, animal welfare experts and advocacy and development specialists.

Our aim is to equip local people with the knowledge and skills to give their horse, donkey or mule a better life.

Our Values

We are proud to be Brooke. We are resourceful, share new ideas and help each other succeed. Together we make change happen.

Department Structure and Position of the role



Purpose of Role

1. This is a split role during the working week providing administration support to both the HR (0.6) and Legal (0.4) departments in the CEO Directorate.
2. To provide administration support to the L&D Manager as well as to the HR team for recruitment purposes during busy periods.
3. To provide administration support to the Legal department.

Key Responsibilities and Duties

1. Administration Assistant – Learning and Development/HR (0.6)
 - Provide a fully comprehensive administrative support for internal and external L&D activities to include:-
 - o Administer and schedule training/workshop events and room bookings.
 - o Manage the responses to enquiries and bookings from the Training Inbox.
 - o Liaise with delegates for each L&D programme/module.
 - o Liaise with trainers to ascertain equipment needs and course materials.
 - o Assist with the setting up and clearing of training rooms.
 - o Manage and circulate the L&D calendar.
 - o Ensure attendance and evaluation forms are completed and processed.
 - o Administer annual UK PDR returns for L&D Manager to analyse and report on.
 - o Process and manage all L&D related invoices.
 - LMS Administration
 - o Support the L&D Manager to ensure Brooke Learning Platform is up to date.
 - o Maintain LMS quality control
 - o Working knowledge of Moodle / Totara LMS or similar
 - o Able to add basic text to the system – Essential
 - o Able to add users to the system – Essential
 - o Able to run reports about users as necessary – Desirable
 - HR Recruitment Admin Support
 - o Where there is a heavy workload on recruitment, support the HR Coordinator to post adverts on e-recruitment system and to contact applicants and schedule interviews.
2. Legal Administrator (0.4)
 - Acting as a point of contact for the Legal team and, when appropriate, taking initial instructions from internal clients.
 - Opening and closing files, both electronically and in paper form, and maintaining an efficient filing system.

- Drafting routine correspondence and creating documents in Alfresco.
- Assisting the Head of Legal in producing papers for Board, committee and management meetings.
- Controlling diaries, organising meetings and booking meeting rooms.
- When required, taking minutes in meetings.
- Processing Purchase Orders on IMS on behalf of the Legal team.
- Booking travel, conferences etc. for members of the Legal team.
- Monitoring cases with external lawyers and ensuring fees are paid promptly.
- Building good relations with internal clients on behalf of the Legal team.
- Developing an elementary understanding of the law and how it applies to Brooke.

General

- Follow the Brooke's equal opportunities statement which aims to clarify the value we place on diversity and steps we take to promote equality of opportunity for all.
- Perform such additional tasks as may reasonably be requested from time to time by the Line Manager.
- Adhere at all times to Brooke's policies and procedures

Person Specification

The skills, abilities, experience and knowledge outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which the decision on who to appoint will be made. Please ensure that you show how you meet the criteria outlined below in your application.

Knowledge and experience		Essential	Desirable
1	Exceptional organisational skills, is proactive and has a keen eye for detail.	X	
2	Excellent communication skills.	X	
3	Responsive and quick to turn work around and skilled in dealing with many conflicting priorities and demands.	X	
4	Stays calm and focused under pressure and is comfortable handling a dual workload.	X	
5	Ability to streamline administrative processes and come up with alternative solutions/ways of working.	X	
6	Confident in dealing with internal clients and external providers at all levels and able to manage their expectations.	X	
7	Solutions-focused and comfortable taking ownership of task and project delivery.		X
8	Client-orientated but assertive enough to encourage individuals to take ownership of their learning.		X
9	High degree of LMS, digital and IS literacy.	X	

10	Awareness of maintaining and adhering to confidentiality principles particularly important in both legal and HR contexts.	X	
11	Some knowledge and awareness of GDPR principles		X

Our Competency Framework

Brooke's competency framework translates Brooke vision, mission and values into easily identifiable behaviours that all staff are expected to demonstrate at all times.

Competency	What it means
Self-Management	Taking responsibility for own actions, behaviours and outcomes
Learning	Taking responsibility for own learning and fostering growth and development in others
Relationship Building	Creating and maintaining harmonious and constructive working relationships with others internally and/or externally
Planning and Organising	Ensuring that time and resources are utilised to best effect for the achievement of the Brooke's goals and our mission and that others are committed to agreed courses of action
Effective Decision Making	Making clear, informed and timely decisions that lead to effective outcomes in line with the Brooke's mission
Change and Improvement	Seeking out and developing new ideas and approaches, responding positively and constructively to change and fostering a culture of continuous improvement
Collaboration and Cooperation	Working respectfully, effectively and collaboratively with others in your team, across the organisation and externally to deliver effective outcomes
Communication & Influence	Communicating clearly, concisely and compellingly in a manner that is appropriate to the audience. Engaging



	respectfully with others both internally and/or externally to persuade them to adopt courses of action that are in the best interests of the organisation and the animals
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Employee Benefits:

Brooke has a competitive benefits package. To find out more, please visit:

<https://www.thebrooke.org/about-brooke/jobs/employee-benefits>

If you wish to get in touch with us, please contact HR at recruit@thebrooke.org