

Project Assistant and Administrator

Salary: £30,000 per annum

Location: London, (3 days office, 2 days home working)

Full-time: 40 hours per week, occasionally evenings, occasionally week-ends

Application process: Job closes 15 August 2022 8am (GMT +1), Interviews from 30 August 2022, Start date 01 October 2022 (negotiable)

About FES London Office

The Friedrich-Ebert-Stiftung (FES) is a non-profit German political foundation committed to the advancement of public policy issues in the spirit of the basic values of social democracy through education, research, and international cooperation. The foundation, headquartered in Berlin and Bonn, has regional offices throughout Germany, maintains offices in over 100 countries. The London Office is part of FES's international network. It was established in 1988 to promote better understanding of British-German relations, mainly by means of seminars and reports on political trends in Britain and Germany. For more information about FES London please visit our website - <https://uk.fes.de/> - or our Twitter - [@FES_GB](https://twitter.com/FES_GB).

About the role

FES London is seeking an enthusiastic and reliable Project Assistant and Administrator to support the team with office management, administrative and PA support, delivering events and managing communications to key stakeholders and social media channels.

Key responsibilities

Office Management:

- Act as a first point of contact for office calls and service providers
- Ensure office stationery and supplies are readily available
- Regularly check the post and manage mail deliveries
- Provide basic IT support where necessary
- Organise calendar and catering for inhouse meetings and events
- Liaise with regular service providers (cleaners etc.) and place orders, including tendering if required
- Cooperate with and support the Finance and Accounts Manager in preparing the accounting documents in line with the FES procurement and financial guidelines (e.g. writing admin notes for expenditure incurred)

Administrative and PA support

- Support the Director in the organisation of meetings, booking transport and accommodation
- Provide general administrative assistance to the Director and other team members and process the director's travel expenses claims

Events

- Provide assistance to the Project Managers and take responsibility in planning, organisation and realisation of projects and events for different formats and dialogue activities
- Secure appropriate venues and liaise with venue staff; arrange catering, audio-visual facilities and other event services; and coordinate with other suppliers
- Support travel and accommodation arrangements and liaise effectively with potential speakers, including senior politicians, journalists, companies, NGOs and trade unions

Communications and social media

- Responsible day-to-day content production for FES' social media channels
- Develop, manage and update content for the website
- Schedule, plan, draft and send regular email updates to stakeholders
- Identify and execute creative solutions to increase FES' outreach and visibility
- Monitor the performance of digital content
- Assist in creating event materials (invitations, speaker bios, table cards, badges, programmes, etc.) and ensure consistent branding is used during projects

Requirements

- Completed BA in a relevant subject area (i.e. Politics, History, European Studies, Journalism/Media Studies)
- Excellent written and spoken communications skills in English and German
- Some experience in producing high quality, creative content, event management, politics, public affairs or similar
- Experience using Adobe Creative Suite, Mailchimp and CMS Typo3 (desirable)
- Excellent organisational skills and ability to manage a varied workload
- Ability to work independently and flexibly
- Retain knowledge of and active interest in politics, policy making and relevant political debates

Applications should include

- A CV in German or English
- A cover letter in English explaining why you are interested in this position and how you meet the criteria above, drawing on specific examples
- Copies of relevant qualifications and references

Applications may be submitted by email or post by 15 August 2022, 8am (GMT +1) – see contact details below:

Friedrich-Ebert-Stiftung
44 Charlotte Street
London W1T 2NR
United Kingdom

Email: info.london@fes.de