In 1967 David Sainsbury wrote out a cheque for five pounds to establish the Gatsby Charitable Foundation. Lord Sainsbury has since given Gatsby more than £1 billion to distribute to charitable causes in fields he is passionate about, including neuroscience, plant science and public policy. More information can be found at www.gatsby.org.uk.

Gatsby Africa is the charitable company set-up to implement the foundation’s programmes in Africa. Our 120+ staff work from offices in Dar es Salaam, Mwanza, Iringa, Nairobi and London.
GATSBY’S WORK IN AFRICA

Gatsby has worked to create jobs, raise incomes, and build opportunities for people in Africa since 1985.

We are currently focused on East Africa, where economies have enjoyed high growth for more than a decade, but where the benefits of that growth have not been shared widely. With millions of young people joining the labour market each year and climate change adding further pressures, East Africa urgently needs economic transformation – growth with depth that will radically change economies, rapidly create jobs and offer large numbers of people pathways out of poverty.

We aim to support this by demonstrating how high-potential sectors - such as commercial forestry in Tanzania - can be transformed to benefit more people for the long-term.

We fund and implement programmes that look to catalyse and influence large-scale and lasting change in priority sectors. We build and support local organisations dedicated to sector transformation. We also share what we are learning with others - such as governments and donors - who share our goals.

OUR PROGRAMMES INCLUDE:

• **Tanzanian Cotton & Textiles**: Rapidly creating tens of thousands of decent textiles jobs while ensuring more than 500,000 cotton farmers can access the quality inputs and training they need to improve agronomy, increase yields and raise quality.

• **Tanzanian Forestry**: Building a vibrant commercial forestry sector that underpins downstream wood and energy industries and delivers widespread economic, social, and environmental benefits to Tanzanian citizens.

• **Kenyan Forestry**: Introducing innovative technologies and models to transform Kenya’s commercial forestry sector, protect the environment and benefit millions of Kenyan citizens.

• **Tanzanian Tea**: Triggering domestic and foreign investment by building partnerships and demonstrating innovative models that boost the profits of farmers and factories and see benefits shared more equitably.

• **Rwandan Tea**: Trialling new ownership structures and methods of supporting farmers to allow the sector to fulfil its world-class potential, while ensuring smallholders benefit from its growth.

We have also developed and continue to support two independent organisations dedicated to sector transformation in the region: Kenya Markets Trust (which runs programmes in three key Kenyan sectors), and the regional industry development organisation Msingi, which works in aquaculture and textiles & apparel.
THE ROLE

Gatsby Africa has a small UK team of around 20 staff, who provide cross-cutting support to our programmes in Kenya and Tanzania in areas such as communications, operations and research. The Team Administrator plays a pivotal role in providing effective and timely logistics and administrative support for the UK team, including coordinating travel and security arrangements, overseeing financial administration and invoicing, and providing other administrative and operational support as required.

The Team Administrator will enjoy a variety of administrative tasks, working efficiently under pressure, and providing order and support to a busy team. They will need to be a proactive self-starter with a flexible approach, being comfortable and able to adapt to suit the different needs of the team. For a high calibre person, this should be a rewarding position with the opportunity to make a real impact within a friendly, high-performance environment.

The role is currently being delivered remotely as our UK office remains closed in line with Covid-19 guidance. However it is anticipated that this will revert to a combination of remote and office working when guidance permits.

The Covid-19 pandemic has also impacted the usual day to day work of the role, with travel and security becoming less of a feature over the last 12 months. The exact responsibilities and focus of the role could change over the duration of the contract, so flexibility and self-motivation to find alternative ways to support the team will be key.
JOBS DESCRIPTION

Job Title: Team Administrator
Department: Operations
Reports to: HR & Operations Manager
Location: London - currently working remotely

KEY ROLE RESPONSIBILITIES

1. ORGANISE TEAM TRAVEL/LOGISTICS

• Central point of contact to support the GAUK team and consultants with travel arrangements, including flight, car, hotel and other bookings as required, obtaining all visas, travel medication, cash advances etc.

• Produce and collate trip itineraries and other supporting travel documents.

• Maintain an up-to-date staff travel tracker.

• Manage travel logistics for the GA Executive Director in liaison with the Executive Director Support Manager.

• Provide oversight of the Travel Management System for the team and wider office (including other Sainsburys Family Charitable Trusts (SFCT)).

• Manage relationships with other travel related suppliers including travel agencies, hotels, taxi firms etc.

2. SUPPORT IMPLEMENTATION OF GAUK SAFETY & SECURITY PROCEDURES

• Ensure all relevant safety and security procedures are implemented in relation to international travel for GAUK.

• Coordinate with the branch security teams to ensure safety & security procedures are followed globally in relation to international travel.

• Provide ad hoc support as required in the delivery of Gatsby’s global safety and security framework and workplan.

• Maintain up to date contact lists for GAUK.

• Support the HR & Operations Manager with implementation of the GAUK safety and security workplan including; updating security documentation and monitoring and arranging security training for the team.

3. PROVIDE ADMINISTRATIVE AND FINANCIAL SUPPORT

• Administer all invoicing and external payment requests for GAUK.

• Provide oversight on completion of GAUK’s expenses and credit card reconciliations, ensuring accurately completed with correct budget codes.

• Record and report on spend against the central Ops budget on a monthly basis, raising any reallocation or corrections needed with the Operations Director.

• Maintain shared services and subscriptions for GAUK.

• Manage expenses administration for the GA Executive Director.

4. REPORT ON IMPLEMENTATION OF OPERATIONAL SYSTEMS

• Monitor implementation of operational policies and procedures related to the role, including travel, finance and safety and security, reporting and escalating exceptions.

• Assist in preparing operational performance monitoring reports to the Operations Director and Senior Management Team.

5. MEETING & EVENT COORDINATION

• Provide general meeting support where required, including setting up audio-visual equipment, conferencing, catering for external meetings, greeting guests and taking minutes etc.

• Planning and management of team events, for work related events in the UK and East Africa, as well as other social events in the UK.

• Highlight any key communications from the wider SFCT office, to ensure the team are aware of any key messages or initiatives.
PERSON SPECIFICATION

KEY COMPETENCIES

• Strong organisation and time-management skills – an ability to manage multiple priorities and deadlines for different team members.
• Excellent written communication skills.
• Excellent verbal communication and interpersonal skills – an ability to build rapport with a range of internal and external stakeholders.
• High emotional intelligence with good listening skills and self-awareness.
• Able to influence stakeholders independently while being positive, empathetic, and flexible.

PERSONAL ATTRIBUTES

• A highly detail-focused person – whether relating to maintaining diaries, travel itineraries etc.
• A proactive, self-starter who will actively seek out ways to contribute to the effectiveness of the Operations team.
• An ability to quickly learn and apply relevant policies, procedures and other processes.

• Sound judgement when it comes to working with others, including when to escalate matters to those more senior in the team.
• Comfortable with some routine functions balanced with some more demanding requirements.
• Someone who shows integrity and professionalism as well as empathy with Gatsby’s mission and values.

KNOWLEDGE, EXPERIENCE & QUALIFICATIONS

• Experience managing travel logistics across a number of different countries or geographies.
• A proven track record of successfully:
  • Building and maintaining relationships within a team.
  • Efficiently and effectively managing team administrative systems.
  • Providing administrative coordination/support for internal and external meetings including face to face, conference calls.
  • Demonstrating an ability to effectively manage upwards.
• Financial literacy and being comfortable working with a variety of financial data formats.
• Strong Microsoft office skills.
OUR VALUES

We have developed a set of values that will be used to assess a candidate’s fit with the organisation and provide the basis for the culture that we aspire to use in our operations. Our staff are:

- **Ambitious** - We are motivated by our impact and by fulfilling our potential
- **Collaborative** - We are stronger together and achieve most when we empower others to succeed
- **Thoughtful** - We thrive on new ideas, innovation and evidence
- **Dynamic** - We rapidly adapt to new challenges, opportunities and learning
- **Honest** - We are honest with ourselves and others, and this helps us to learn and improve
- **Caring** - We put people first and we look out for each other
HOW TO APPLY

If you are interested in this role, please click here to apply.

You will need to complete a short form via our job page and submit:
• an up-to-date Curriculum Vitae/Resume (of no more than 2-3 pages) and;
• a supporting statement.

Your supporting statement should be no more than 2 pages long – bullet points are encouraged. It should explain why you are interested in this role and Gatsby Africa, and how your skills and experience make you a good fit – referring to the Person Specification in this pack.

TIMELINE

Closing date for applications: 17th February 2021 at 5pm GMT
First round interviews: w/c 22nd February 2021
Final interviews: w/c 1st March 2021
Indicative start date: Mid March

SELECTION PROCESS

All candidates will receive an update regarding their application after the closing date. Shortlisted candidates may be required to undertake additional assessments prior to the final round of interviews.

Interviews will take place virtually via Zoom or Microsoft Teams.

TERMS AND REMUNERATION

This is a 12 month maternity cover contract.

This is a Gatsby Africa UK Grade 6 role, with an indicative salary range of £23,465 - £25,300.

Candidates must have the existing right to work in the UK.
DIVERSITY, EQUALITY AND INCLUSION

Diversity, equality and inclusion are central to Gatsby Africa. We are committed to treating all employees and job applicants fairly, equally, and no less favourably than anyone else. We recognise, respect and value diversity and the benefits that difference can bring to our organisation.

SAFEGUARDING

We are committed to protecting children and vulnerable adults from any harm when engaging with Gatsby Africa or its partners, and we expect all our staff to abide by our safeguarding policy.

COVID-19

Gatsby Africa is working to help people, governments, and companies to tackle the huge challenges caused by the COVID-19 crisis in the sectors they support. The environment is uncertain and fast-moving – requiring a dynamic and flexible approach informed by solid evidence and up-to-date intelligence. Gatsby is continually gathering information and talking to partners to help stakeholders coordinate and ensure sectors are in the best possible position to mitigate the impact, survive the crisis and thrive in the future.

QUERIES

If you have any queries on any aspect of the process or need additional information please email Laura McDonald at recruitment@gatsbyafrica.org.uk.