

The Finance Innovation Lab Team Coordinator

Location:	London
Reporting to:	Executive Director
Starting salary:	£20,000 - £25,000 per annum (dependent on experience) + retirement savings options
Contract type:	One year fixed-term, with potential for extension subject to funding
Hours:	1.0 FTE (35 hours per week) Occasional evening and weekend work will be necessary, for which time off in lieu will be given

Finance Innovation Lab purpose

The Finance Innovation Lab (the Lab) is a catalyst for change in the financial system. Our vision is a financial system that works for people and planet: one that is democratic, responsible and fair. We connect people who are changing the financial system, develop them as leaders and help them scale their work.

Role purpose

To provide administrative, operational and organisational support to the Lab team, helping to ensure the smooth running of our programmes and internal processes.

Key responsibilities

- Manage the day-to-day administration of core team systems including office management, team meetings, IT, information management, HR and financial administration
- Support the Executive Director to manage their responsibilities and relationships, including diary and inbox management, meeting and travel preparation, and expenses management
- Act as the first point of call for general enquiries, including monitoring the main Lab inbox
- Provide administrative, venue and logistics support for external events and workshops
- Provide administrative support for Lab communications, including scheduling online posts, managing digital analytics and coordinating production of print materials
- Supporting the smooth running of governance processes, including scheduling, preparing papers for and minute-taking at Board and Committee meetings
- Organise national and international travel and accommodation for team members
- Help to build a strong team culture by organising in-house and offsite activities that help us learn and develop, celebrate our work and appreciate each other

Key skills and experience

Essential

- Outstanding multitasking skills, with a proven ability to manage a diverse and dynamic workload
- Highly organised and structured, but also willing and able to adapt to changing priorities and different team members' needs
- Able to communicate effectively with the team at all levels, as well as dealing with external contacts in a confident and professional way

- A self-starter who is unfazed by new or complex tasks; able to take the initiative to solve problems and learn new skills
- Strong attention to detail and willing to persevere to ensure tasks are completed to the highest standard
- Highly IT literate with an ability to learn new software quickly; excellent understanding of Microsoft Office and G Suite (Google apps)
- Discreet and able to respect confidentiality, particularly when dealing with HR, financial and governance issues
- An interest in the financial system, social innovation, systems change, sustainability and/or social justice

Desirable

- Experience of supporting the day-to-day operations of an organisation
- Experience of managing event logistics (venue, materials, catering, etc.)
- Experience of working with directors or trustees
- Experience of working in a start-up and/or a registered charity
- Experience of using CRM software, WordPress, Adobe Acrobat, Dropbox, Slack, Asana, Xero or similar packages

Values and behaviours

- Committed to the Lab's mission to build a democratic, responsible and fair financial system
- Takes pride in enabling others to succeed
- Takes responsibility for their own work and is constantly looking for ways to improve existing approaches
- Able to adapt to the needs of an innovative, growing organisation
- Committed to reflection and learning, including sharing failures and uncertainties

We are committed to providing equality and fairness for all and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, mental health, religion or age. We encourage and celebrate the different qualities that our colleagues, and others we work with, bring to our work. And we believe that seeing things from a wide range of different perspectives helps us to resolve problems, adapt our approaches and develop as an organisation. We want to bring greater diversity to our team and we are keen to receive applications from people who believe they would do this.