

Job Description

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| Job title |  | Global Resources Team Coordinator |
| Team |  | Global Resources |
| Contract |  | Permanent |
| Direct reports |  | None |
| Reporting to |  | Director of Global Resources |
| Location |  | London Head Office and Home (Hybrid – attending office once a month) |
| Hours of work |  | 34.5 hours per week |
| Annual leave |  | 26 days annual leave, plus bank holidays. Further days of leave will be earned after two years of service – see the employment handbook for details. |
| Salary |  | £26,000 - £28,000 |

A list of our employee benefits can be found [here](#)

Our vision

Our vision is a world where every working animal lives a healthy and valued life.

Our mission

Our mission is to transform the welfare of working animals in a world where animals, people and the environment are respected and thrive.

Summary of role

The Global Resources Administrator is responsible for providing strong, effective, and efficient administrative support within the Global Resources area.

The role is critical in ensuring operations within global resources run smoothly and efficiently. Responsibilities include providing general administrative support to different teams within Global Resources, manage supply of office resources and equipment, arrange travel, managing relationships with key suppliers, coordinating schedules and meetings and supporting HR administrative duties.

Key Relationships

- Responsible to the Director of Global Resources
- Global Resources Department Heads
- SPANA's HR service provider
- SPANA's IT service provider
- SPANA's travel agents
- Insurance brokers

Key responsibilities

Travel

- Assist staff and visitors with travel coordination when travelling overseas, including booking flights, arranging visas and travel vaccinations.
- Book travel to and from destinations and arrange accommodation for staff and visitors as required.
- Maintain accurate travel logs.
- Main contact for travel agent building good working relationship.

Insurance

- Support the Global Resources Director to coordinate and track all insurance policy renewals.
- Liaise with insurance brokers on renewals to ensure competitive costing and ensure timely renewal for all insurance premiums.

IT and facilities

- Maintain good working relationship with the landlord for the office.
- Liaise with the landlord and cleaner to ensure the maintenance of a clean, safe, and business-like working environment.
- Maintain and order office supplies, stationery, and equipment from the most competitive suppliers.
- Manage and maintain the fixed asset register.

HR

- Assist with recruitment processes, including posting job adverts, preparing weekly vacancy listing, supporting interviews, checking references, and drafting employment contracts.
- Profile set up for new starters, along with equipment sourcing and dispatch ahead of induction calls.
- Support induction processes for incoming staff.
- Maintain the employee absent management system and support with any changes/updates.
- Preparation of documentation for all aspects of the employee life cycle, including leavers, changes to terms and conditions, maternity and paternity and flexible working requests.
- Support the Global People and EDI Manager to ensure compliance under GDPR for processing HR data.
- Assisting with the process of recruitment, assisting with setting up interviews, and issuing employment contracts
- Setting up induction meetings.
- Support the Global People and EDI Manager to coordinate the appraisal process, ensure appraisals are conducted and collate training needs into a report for review and action.

General

- Organise meetings and scheduling appointments for the Global Resources Director.
- Book meeting rooms as required.
- Performing data entry work, including updating records and databases.
- Minute taking as required from time to time.
- Processing purchase order's/invoices.

This job description is not an exhaustive and may be amended to changing needs of the charity.

PERSON SPECIFICATION

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| <p>Knowledge, Training & Qualifications</p>  | <p>Essential</p> <ul style="list-style-type: none"> • Relevant professional training qualifications • Excellent communication skills • Strong writing skills • Highly IT literate • Experience of working with databases • Proven track-record in a fast-paced work environment • Ability to plan, prioritise and deliver under pressure. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working within a cross-cultural setting preferred |
| <p>Experience</p>  | <p>Essential</p> <ul style="list-style-type: none"> • High level working knowledge of Microsoft Office applications • Proven experience providing administrative support across teams in a fast-paced environment and demonstrating effective time management with the ability to prioritise tasks and meet deadlines. <p>Desirable</p> <ul style="list-style-type: none"> • Practical experience of working in HR |
| <p>Skills & Attributes</p>  | <ul style="list-style-type: none"> • Ability to maintain complete confidence. • Ability to work effectively on own initiative. • Strong interpersonal and communication (written and verbal) skills, with the ability to develop and maintain good working relationships with staff always showing tact and discretion. • The ability to work accurately, with attention to detail. • Ability to take, produce and follow up action notes at relevant meetings. • Personable and happy to help others with a keen interest in improving processes. • Highly competent, collaborative, trustworthy and reliable. Understanding of and commitment to SPANA's values and ethos. |

Our values

Excellence

- We are motivated by our colleagues, beneficiaries, and supporters to be the best we can be.
- We seek excellence in our work and are not afraid to try new things.
- We are passionate and optimistic; we work through barriers to achieve success.
- We are brave and courageous in all aspects of our work.

Respect

- We are tolerant and considerate of everyone's rights, cultures, and beliefs.
- We treat everyone equally, with dignity and respect.
- We engage with sensitivity and compassion, taking time to listen and understand situations in order to make informed decisions.
- We empathise with our beneficiaries and use both kindness and our professional expertise to relieve their suffering.

Integrity

- We use our resources ethically and consider SPANA's sustainability.
- We are accountable, taking responsibility for, and ownership of, our work.
- We make decisions with integrity and have the courage to stand by them.
- We act with honesty and humility and are not afraid to fail so that we can all learn.
- We are loyal and diligent in all aspects of our work, persevering to overcome challenges.

Collaboration

- We cooperate as a team, empowering each other and the communities with which we work.
- We support one another, with a flexible and adaptable approach to getting the job done.
- We share SPANA's vision, values, and goals.
- We value everyone's contribution - their knowledge, skills, and professional expertise - to achieve our collective goals.