



Job Title: Office Assistant

Location: *London*

Contract Length: *12 months fixed term contract (with potential for renewal)*

Start Date: ASAP

Salary: *£22,000-£25,000 depending on experience*

Background:

Moonshot CVE is a fast growing startup which specialises in countering violent extremism (CVE). We use data-proven techniques to ensure our clients respond to violent extremism effectively. Our work ranges from software development and digital capacity building, to leading global counter-messaging campaigns. Having grown substantially in the past two years Moonshot CVE now needs a dedicated Office Assistant to join our team and help us take our company to the next level.

The Role:

This is a new role, with considerable scope to be shaped and developed by you as our organisation grows. Your role is to create and maintain a pleasant and efficient work environment for our staff (currently around 15 office based) and visitors. You'll be expected to work with autonomy and be the team's go-to person for any office or administrative tasks - from booking travel and ordering supplies, to ensuring our IT systems are maintained.

Office Maintenance:

- **Managing the office environment**, including liaising with building management and cleaning services.
- **Ensuring the office is fully equipped** through managing office supplies, liaising with vendors and maintaining IT equipment and systems.
- **Supporting the design and expansion of the office**, including furnishing, maintenance, secure storage, and upkeep of all company assets.
- **Supporting implementation of Health and Safety policies**, including risk assessment of office facilities.
- **Recording and distributing minutes of meetings**, including maintaining folders of records pertaining to internal meetings.

Creating and Maintaining Administrative Systems:

- **Implementing new systems and procedures for office functions**, such as annual leave records and meeting room allocation.
- **Managing a budget** for day to day office expenditures such as office supplies.

- **Coordinating mailing and couriers.**
- **Additional ad hoc administrative tasks** as required.

Travel & Meeting Arrangements:

- **Providing the first point of contact for visitors** including following security protocols and greeting guests.
- **PA tasks to support the Founders** including occasional diary management, minuting of meetings and preparing documents.
- **Processing travel and accommodation bookings** for the Moonshot CVE Founders and the wider team.
- **Arranging and coordinating meetings** for the Founders and wider Moonshot team.

Requirements:

- Highly trustworthy and organised.
- Patient with excellent interpersonal skills including the ability to work with staff across the Moonshot team and our wide range of visitors.
- Ability to work autonomously and proactively.
- Experience of devising and implementing new systems or processes.
- Strong IT skills.
- A commitment to Moonshot CVE's mission and ethos.
- Eligible to work in the UK.

Desirable qualifications:

- Experience working with a startup.
- Experience of work involving confidential information or potential security threats.
- A second language, in particular Arabic or French. While not necessary for carrying out this role, Moonshot CVE regularly conducts work in languages other than English.

Benefits package:

- Individually-tailored training and skills development package.
- 30 days paid leave per annum.
- Private healthcare package, including coverage for partners and children.
- Generous maternity and paternity package.

Application Process:

To apply for this role please email a CV and cover letter to Stevie Voogt, at recruitment@moonshotcve.com. Your cover letter should not exceed two pages and must answer the following questions: 1) Why do you want to work for Moonshot CVE? 2) What skills and experience will you apply to ensure the smooth running of the Moonshot CVE office? 3) What do you think sets you apart from other candidates for this position?

Deadline for applications is 5pm (GMT) 18th March, 2018. Applications submitted early will be considered before the deadline, so **early application is strongly encouraged**. Select candidates may be invited to an interview and/or assessment day at our London office in March 2018.