

## Team Administrator

<b>Reports to:</b>	Head of Strategy and Operations
<b>Location:</b>	West London – currently operating an agile working policy with a minimum of two core days (Tuesday and Thursday) in the office
<b>Contract:</b>	Permanent
<b>Pattern:</b>	Full-time – 37.5 hours per week
<b>Salary:</b>	£25,000 to £28,000 per annum (depending on experience)

### **About Martingale**

[Martingale Postgraduate Foundation](#) (Martingale) exists to fund and support the next generation of STEM leaders. We believe that family income should not be a barrier to the pursuit of excellence, so our programmes focus on supporting students from low socioeconomic backgrounds.

Martingale's flagship programme is the Martingale Postgraduate Scholarship, which supports students from low-income backgrounds to pursue postgraduate degrees and excel in them by providing:

- A fully-funded Living Wage Scholarship to pursue a one-year Masters degree or a four-year PhD
- All tuition fees and research expenses, including a tax-free stipend for living costs
- Tailored support to apply for Martingale courses at our [partner universities](#)
- Access to Martingale programmes, including leadership training and connections with top academic and industry professionals
- Membership of a pioneering community of future STEM leaders

In the first 18 months since the Foundation launched, we have recruited 50 Scholars to undertake postgraduate degrees across our eight partner universities, and committed over £4m in Scholarships. We are looking to expand into new subjects in the near future and devise new interventions to improve social mobility in postgraduate education longer term.

Martingale Foundation is incubated by Purposeful Ventures who provide operational and strategic support. The Partnerships Officer will be employed by Purposeful Ventures.

### **About Purposeful Ventures**

Our vision is for a fairer society where all young people thrive. We work with social entrepreneurs, organisations and philanthropists that share our vision. Through our work with these partners, young people are given opportunities in education and beyond, helping them reach their true potential.

Purposeful Ventures offers philanthropists and funders bespoke advice, using an evidence-based approach to help them to identify high-impact opportunities to fund. We then partner with visionary individuals and mission-driven organisations with strong theories of change. We help them turn great ideas into sustainable and successful ventures by offering fully individualised and very hands-on support, access to funding and a 'high-challenge, high-support' home. We do the minimum necessary and whatever it takes to succeed.

## **About the role:**

As the Foundation prepares to recruit its third cohort of Scholars, we need an organised and proactive individual to take on the administrative work needed to support our growth. You will work closely with the Head of Strategy and Operations on a day-to-day basis to ensure the Foundation's operational functions run smoothly. Your role will include minuting meetings, diary management, booking travel and accommodation for the team, applicants and Scholars, and overseeing expenses claims for applicants and Scholars. Your role will include regular travel to accompany Martingale's CEO on partnership meetings, as well as supporting assessment centres across the UK. You will work collaboratively with the wider team in support of our recruitment campaigns, assessment centres and events, and play a key role in our work to ensure family income is not a barrier to postgraduate study.

## **Key Responsibilities:**

### **Diary, travel and meetings administration**

- Book online and in-person meetings for the CEO and Head of Strategy and Operations as necessary, including communicating with external stakeholders in a way that upholds Martingale's professionalism
- Book travel and accommodation for the team, Board members and other stakeholders as necessary
- Schedule Advisory Board meetings
- Schedule Student Advisory Board meetings
- Book refreshments for meetings as necessary
- Minute meetings ranging from quarterly Advisory Board to weekly Team meetings, and provide high quality notes and actions log to support smooth running of the organisation

### **Expenses management**

- Take on the administration of applicant and Scholar expenses in collaboration with Programme Officer and Purposeful Ventures' finance team
- Reconcile Martingale bank cards used by CEO and Programme Manager
- Support Head of Strategy and Operations with monthly management accounts

### **Programme administration**

- Support with researching and booking venue hire and catering requirements for team meetings and public events
- Support with travel and accommodation booking for Martingale team, academics, applicants and Scholars during programme delivery
- Management of generic Martingale inbox, triaging requests to team where appropriate
- Ensuring records remain up to date in Martingale's CRM where appropriate

### **General**

- Identify administrative needs for the organisation as it grows, and implement systems and processes to ensure the smooth running of Martingale Foundation
- As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder
- The post holder will carry out any other duties as are within the scope, spirit and purpose of the role as requested by the line manager

## **Key Requirements:**

### **Qualification Criteria**

- Experience in administration
- Right to work in the UK

### **Experience**

- Experience in administration for a start-up, charity, private-sector or university
- Experience managing busy diaries and communicating with external stakeholders, while maintaining attention to detail and meeting deadlines
- Experience producing meeting minutes
- Excellent communication skills, both written and verbal, with the ability to effectively communicate with diverse audiences. Experience communicating with university students, staff and academics is desirable.
- Experience working in a fast-paced working environment and/or a growing organisation
- Experience implementing systems and processes
- Experience using a CRM (desirable)

### **Personal Characteristics**

- A commitment to Martingale's mission to support postgraduate students from low-socioeconomic backgrounds
- Friendly and personable, able to build rapport and trusting relationships with applicants, scholars and other stakeholders
- Excellent time management and ability to prioritise tasks independently
- Comfortable working in a rapidly growing and changing organisation with a degree of ambiguity – confident to create processes and ways forwards where they might not yet exist
- Hard working, detail orientated, and systematic
- Inquisitive and curious, someone who wants to understand their colleagues' work, learn from those around them, and develop themselves professionally

### **Benefits**

- 27 days annual leave plus bank holidays, rising to 29 days after two years of service and to 30 days after 3-years' service. This entitlement is pro rata for part time employees. This entitlement excludes bank holidays
- Full office closure between Christmas and New Year
- A flexible approach to working with understanding and consideration for work life balance and personal commitments
- As an PV employee, you will have the opportunity to be part of the TPT (The Pension Trust) scheme, our workplace pension scheme where we make an 11% contribution; you are not required to contribute towards this scheme unless you choose to
- Access to Charlie Perks, offering discounts and rewards at over 30,000 brands and retailers