

JOB DESCRIPTION

Administration and Grants Intern (bilingual in English/ Portuguese)

Background

The Calouste Gulbenkian Foundation is an independent charitable foundation established in Portugal in 1956 with cultural, educational, social and scientific interests. It is one of the largest European foundations, with headquarters in Lisbon and offices in London (the UK Branch) and Paris. The UK Branch's purpose is to bring about long-term improvements in wellbeing, particularly for the most vulnerable, by creating connections across boundaries (national borders, communities, disciplines and sectors) which deliver social, cultural and environmental value. For 2017 to 2019, we intend to focus on **three new strands of activity** (priorities 1 to 3) as part of our objectives, to:

1. Increase knowledge about transitions across the life course and secure more appropriate responses to the issues they create for older people;
2. Model new approaches in the area of participatory performing arts/socially engaged performing arts.
3. Make connections and build relationships designed to help protect our oceans;
4. Create the conditions for change by promoting social innovation, strengthening civil society and working to advance our own and others' philanthropic practice;
5. Plan for legacy which maximises the on-going impact of recent and completed work and help develop new lines of enquiry which may become priority strands in the future;
6. Strengthen our internal capacity to deliver through robust evaluation, influencing and effective governance and administration.

Job purpose

The main purpose is to provide effective grant administration, events and logistical support to colleagues and to assist the Finance & Administration team with general administration duties. The role will also help the UK Branch maintain strong links with colleagues in Lisbon, Portugal.

The role

The Administration and Grants Intern will work with colleagues to support the delivery of the UK Branch's grant funded activities and assisting the Finance & Administration team in the provision of office and administration facilities and financial duties.

Specific responsibilities

The following list is intended to provide a flavour of the role and is not exclusive.

Project administration

1. Helping with the administration of projects and the project database including:
 - Receiving and logging proposals for funding;
 - Ensuring grants database is maintained accurately and kept up to date;
 - maintain management information systems including the projects database, ensuring software is up to date and data accurate;
 - maintaining project files and archiving;
 - Supporting Programme Managers and the Communications team when necessary.

Events & Meeting Support

2. Supporting the Executive Assistant and Finance Officer in the preparation and execution of the Foundation's events including:
 - Organising event logistics including booking of catering, travel arrangements and answering general queries;
 - General events administration as required from the EA;
 - Helping to set up and servicing events as and when is required;
 - Helping to set up AV equipment for meetings and events;
 - Attending events both internally and externally when required;
 - Occasional support will sometimes be required out of working hours.

General Administration

3. Provide support and assistance to colleagues as necessary:
 - taking the lead in dealing with general enquires made by telephone or email;
 - greeting guests on arrival;
 - taking receipt of office deliveries;
 - assisting in some office and facilities management;
 - assisting with maintenance of stationery stock and any other items required;
 - providing administrative support to colleagues in other departments as necessary;
 - helping ensure the office is tidy and presentable.

Liaison with Lisbon

4. Provide support and assistance to colleagues as necessary:
 - communicating with our Portuguese speaking colleagues in Lisbon;
 - translating documents;
 - organising event logistics including booking of catering, travel arrangements and answering general queries in Portugal.

Accountability

Although reporting to the Head of Finance and Administration, the post holder will be directly managed by the Finance and Administration Officer.

Person Specification

In this role, you will be proactive and have an approachable manner with a willingness to help the wider UK Team in general. Ideally, you will have a good knowledge of Microsoft Office and a desire to learn new skills on the job either independently or with support from the UK Team.

Expertise/Competence/Skills

- Portuguese speaker
- excellent written and oral communication skills
- excellent interpersonal skills and ability to deal with people at all levels
- excellent IT skills, including Microsoft office, internet and e-mail
- ability to work to deadlines
- good organisational and planning skills
- a high level of attention to detail and accuracy

Qualifications

- educated to degree level (or be able to demonstrate a commensurate level of experience).

Experience

- Using IT e.g. Microsoft Office/ databases
- Working and performing as part of a team

- running events
- multi-tasking under pressure with minimum supervision

Specific Qualities

- Portuguese speaker (Essential)
- ability to work as part of a team, to be flexible and to work to deadlines
- ability to work under own initiative
- positive and friendly attitude towards staff and guests
- committed to delivering high quality service

Other

An awareness of equal opportunities and a personal commitment to anti-discriminatory practice.

Terms

This is a one year fixed term contract based on a 35-hour week (plus one hour for lunch). The staff guide details other terms and conditions of employment.

Salary and Pension

The salary for this post is £9.75 (London Living Wage) per hour or £17,745 pa. Following the succession completion of a three-month probation period, employees will be auto-enrolled into the UK Branch's pension scheme to which the Foundation makes a matched contribution of up to 10 per cent of salary per annum. The Foundation places an emphasis on training and development and appropriate training will be provided where required.

Holidays

Leave entitlement is at the rate of 28 days per annum in addition to the statutory holidays.

Location

This post will be located at the UK Branch's headquarters in central London.

Equal Opportunity Policy

The UK Branch of the Foundation has an equal opportunity policy and implements a programme of positive action to make this policy fully effective by ensuring that no job applicant or employee receives less favourable treatment on the grounds of age, colour, culture, disability, ethnicity, gender, HIV status, marital status, nationality, religion or sexual orientation. The principle applies to recruitment, pay, terms and conditions of employment, promotion, training, career opportunities and service delivery.

January 2017