

Administrative assistant role: Specification



IP INCLUSIVE

Working for diversity and inclusion in IP

IP Inclusive’s Lead Executive Officer (LEO) is responsible for the day-to-day management of activities carried out under the [IP Inclusive](#) and [Careers in Ideas](#) banners. Their work is overseen and supported by IP Inclusive’s governing body, [IP Inclusive Management](#) (IPIM).

We would now like to appoint an administrative assistant to support the LEO and to help them, in turn, support IP Inclusive’s many volunteers. This specification sets out the key aspects of the role and the criteria we will use to appoint someone to it. If you have any questions about it, after reading the specification, please contact the current LEO, Andrea Brewster, at abrewsteripinclusive@gmail.com.

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Formal aspects of the role

General

- IP Inclusive's administrative assistant will be an employee of IPIM.
- IPIM's registered address is IP Inclusive Management, c/o CIPA, 2nd Floor, Halton House, 20-23 Holborn, London, EC1N 2JD. More information about IPIM is available on the IP Inclusive website at <https://ipinclusive.org.uk/ip-inclusive-management/>.

Contract term and notice period

- This is a permanent position with an initial three-month probationary period.
- During the probationary period, the contractual notice period will be two weeks either way.
- Following successful completion of the probationary period, the contractual notice period will be one month either way.

Line management

- The administrative assistant will assist and report to IP Inclusive's Lead Executive Officer (LEO), who is responsible for leading and managing IP Inclusive's day-to-day operations. Our LEO is currently [Andrea Brewster OBE](#).

Hours of work

- The role is part-time: 8 hours a week. The exact timings will be agreed in advance with the LEO; we would like the work to be done in at least 2- or ideally 4-hour units but some additional flexibility may be possible.
- The assistant will be expected to keep a note of the hours they work and report it to the LEO at the end of each calendar month.
- Due to the nature of the work there may be periods of increased activity from time to time and periods where less work is required. The LEO and administrative assistant will work together to accommodate this. The 8 hours a week may be calculated as an average over a period of up to a month in order to accommodate changes in activity levels, personal commitments and holidays. Occasionally the assistant may be asked (but not obliged) to

work additional or different hours, by agreement with the LEO. Additional hours will be remunerated pro rata (see below).

Place of work

- The administrative assistant will need to carry out their work from their home or own place of business. All necessary communications, correspondence and meetings will be conducted online or by telephone.
- They will need to provide their own office equipment such as computer and telephone. They must have reliable internet access and the means to participate in virtual meetings (both audio and video).
- Since IP Inclusive operates on a paperless basis, there will be no need to process or store documents other than in virtual format. The administrative assistant will need to work to appropriate protocols, as instructed by the LEO, regarding (a) accessing and using shared systems and (b) the security and confidentiality of the data they handle.

Remuneration

- Salary will be paid monthly at a rate of £693.33 pcm (£8,320 pa). It will be reviewed annually.
- Additional hours, if applicable, will be paid at a rate of £20 an hour.
- Reasonable office expenses – such as for printer ink and paper – will be reimbursed. We will not however reimburse internet access costs.

Other contract terms

- The holiday entitlement will be 26 days of paid leave a year, plus public holidays. The holiday year will run from 1 January to 31 December.
- No pension scheme will be available unless the annual salary exceeds the current £10,000 a year threshold (which is not envisaged based on the hours of work and remuneration outlined above).

- The administrative assistant must comply with IP Inclusive’s Volunteers’ Code of Conduct¹.

Roles

- This is a new position so we will expect the holder to work with the LEO to define the role more clearly, to establish what can feasibly be accomplished in the hours available, and to distribute the work between them. There will therefore be some flexibility in the job description, at least initially.
- Essentially, the administrative assistant’s job will be to support the LEO’s work and in particular to help with the administrative aspects. It could potentially involve any of the roles listed in the annex to this document. However, it is unlikely to be feasible for the assistant to carry out all of these roles in the envisaged 8 hours a week.

Training and career development

- In-house training will be given where necessary, for example in the use of specific online tools and accounts. We do not have a large budget, but we are happy to consider requests for funding for appropriate external training.
- We are also open to suggestions about career development opportunities. There may be opportunities for the administrative assistant to develop their role into something more substantial, in particular on the stakeholder engagement side, if they demonstrate the necessary skills and enthusiasm.

Inclusivity

IPIM aims to recruit, manage and promote personnel through fair and inclusive processes based on the skills and expertise needed for pursuing its objects². We recognise the potential impact of unconscious bias and take steps to mitigate its effect on our work. In particular we aim to appoint personnel and to allocate roles in a way that involves a diverse range of people and perspectives.

¹ See <https://ipinclusive.org.uk/wp-content/uploads/2021/10/211013-ip-inclusive-volunteers-code-of-conduct.pdf>

² To promote and improve equality, diversity, inclusivity and wellbeing in the UK’s IP (Intellectual Property) professions, acting for the benefit of the community of UK-based IP professionals and those they work with, and also of those wishing to join that community.

We believe the people who work with us should be free to be themselves at work and we will do all we can to make them feel welcomed, valued and supported.

Accessibility

When applying for this role, please ask us if you need any adjustments either to help you access the application process or to allow you to fulfil the role to the best of your abilities. These might be due to a physical or mental condition, for example, or a caring responsibility.

We have absolutely no problem with your asking about this and will do our best to accommodate your needs – so please ask at the earliest opportunity. We will of course treat these requests sensitively and in confidence. Our IP Ability community³ helps to support IP professionals who are disabled, neurodiverse or in caring roles: they, and all of our other communities⁴, welcome the involvement of IP Inclusive’s executive staff.

³ See <https://ipinclusive.org.uk/community/ip-ability/>

⁴ See <https://ipinclusive.org.uk/community/>

Essential attributes, skills and experience

The administrative assistant must be:

- Honest, trustworthy and reliable
- Committed to equality of opportunity, fairness and inclusivity
- Constructive and enthusiastic
- Able to work productively as part of a virtual team and also, when necessary, alone
- IT-literate:
 - Conversant with a good number of online systems
 - Able, given appropriate training, to learn to use others
 - Competent in virtual meetings

They must have:

- Good organisational skills
- Clear and accurate written communication skills
- Proficiency in Microsoft Word and Excel
- Proficiency in the use of email accounts, including Gmail
- Experience of using office filing systems, including online

Desirable skills and experience

The administrative assistant will preferably have some or all of the following experience:

- Using one or more of:
 - Zoom
 - Eventbrite
 - Mailchimp
 - SurveyMonkey
 - Microsoft Powerpoint
- Maintaining basic financial records
- Posting online content via one or more of:
 - LinkedIn
 - Twitter
 - A blog site
 - YouTube
 - Another social media platform such as Facebook or Instagram
 - A website CMS editor
- Working in the IP sector
- Working with volunteers
- Marketing or public relations
- Taking the initiative in contributing ideas and actions to team projects

Please note that the role can be tailored to some extent to suit the skills and experience of the person appointed to the role. We can provide training if necessary to supplement their existing skills and experience.

Annex:

Potential aspects of the role

Meetings:

- Scheduling meetings
- Setting up and administering Zoom meetings
- Minute-taking in meetings
- Helping with travel plans and bookings
- Helping the LEO prepare meeting papers
- Organising annual general meetings and other stakeholder engagement forums

Financial:

- Maintaining IP Inclusive’s accounting records:
 - Basic bookkeeping
 - Processing incoming payments and receipts
 - Cash flow tracking and bank account reconciliation
- Recording their own and the LEO’s expenses and processing claims for reimbursement
- Generating receipts
- Helping to administer, and coordinate responses to, fundraising campaigns

Websites and social media:

- Creating and curating event posts on the IP Inclusive and Careers in Ideas websites
- Curating, and potentially creating, “News and Features” posts on the IP Inclusive website⁵
- Helping to moderate comments posted in response to IP Inclusive social media and website content
- Curating website resource posts
- Updating website information about volunteers and supporters
- Helping to maintain the LinkedIn and Twitter accounts for IP Inclusive and to an extent Careers in Ideas

Event organising:

- Setting up events on Eventbrite
- Processing correspondence with registrants
- Processing event recordings
- Collating and promoting follow-up resources (for example reports, recordings, guidance and links to further useful material)

⁵ See <https://ipinclusive.org.uk/newsandfeatures/>

- Helping IP Inclusive volunteers to organise, promote and deliver their own events and follow-up resources under the IP Inclusive banner
- Where feasible, gathering and collating feedback from IP Inclusive activities and events

The IP Inclusive Charter:

- Processing new sign-ups to the IP Inclusive EDI Charter⁶ and Senior Leaders' Pledge⁷
- Handling basic correspondence with signatories
- Maintaining the database of Charter signatories
- Updating website information about signatories

Other stakeholder correspondence and communications:

- Checking the IP Inclusive email inboxes and processing basic correspondence
- [Possibly] Creating and sending update newsletters to our supporters
- Where appropriate, corresponding directly with IP Inclusive stakeholders (including volunteers, Charter signatories, IPIM and its Advisory Board, donors, key IP sector organisations and other interested bodies) and potential new stakeholders, to supply information, make introductions, and establish and nurture relationships
- [Possibly] Building surveys on SurveyMonkey (content provided by others) and helping to collate and report survey results

General IP Inclusive administration:

- Managing administrative aspects of IP Inclusive's accounts and registrations (including its ICO data processor registration; its insurance; its domain name registrations; and its Eventbrite, LinkedIn, Mailchimp, SurveyMonkey, Twitter, Zoom, and website hosting accounts)
- [Possibly] Helping to prepare and publish guidelines and policies for IP Inclusive volunteers

Record-keeping:

- Maintaining back-ups of key IP Inclusive information and documents
- [Possibly] Helping the LEO prepare and publish reports such as their quarterly reports and IP Inclusive's annual and financial reports

⁶ See <https://ipinclusive.org.uk/about/our-charter/>

⁷ See <https://ipinclusive.org.uk/the-ip-inclusive-senior-leaders-pledge/>