<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Undaunted Administrator</th>
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<tbody>
<tr>
<td>Department/Division/Faculty:</td>
<td>Grantham Institute for Climate Change and the Environment, Faculty of Natural Sciences</td>
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<tr>
<td>Campus/Location:</td>
<td>The Royal Institute, Mayfair</td>
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<tr>
<td>Job Family/Level:</td>
<td>Professional Services Level 3a (Salary scales)</td>
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<tr>
<td>Responsible to:</td>
<td>Director of Undaunted</td>
</tr>
<tr>
<td>Line Management for:</td>
<td>N/A</td>
</tr>
<tr>
<td>Key Working Relationships (Internal):</td>
<td>Director of Undaunted and Undaunted staff members, Grantham Institute staff and selected college academics, College Enterprise team, and other appropriate College functions</td>
</tr>
<tr>
<td>Key Working Relationships (External):</td>
<td>Royal Institution staff, Suppliers, Undaunted corporate members, members of the Undaunted ecosystem, including local governments, policy makers, SMEs, investors, The Greenhouse start-ups and alumni, funders, press</td>
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<tr>
<td>Contract type:</td>
<td>Full time and fixed-term for 2 years</td>
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**Purpose of the Post**

This is an exciting opportunity for an organised and structured individual who is passionate about climate change to contribute to the success of Undaunted – Imperial's flagship climate change innovation activity. Undaunted is currently based at the Royal Institution in London, where we offer working space to the founder businesses that we support. However, activities also take place at Imperial's South Kensington campus and White City campus.

The postholder is responsible for ensuring that Undaunted's day-to-day operations run smoothly, including managing its facilities and resources. The role includes ensuring efficient operations but also managing the day-to-day relationships with our founders and a range of our partners to make sure that we are building a positive and collaborative climate innovation community in London.

We are looking for someone to support the operational function of Undaunted through a range of practical activities including delivering the Secretariat function for the Executive Board and governance structures of Undaunted, providing day-to-day administrative and office support, and helping with wider projects and events delivery to support our growing ecosystem and flagship climate innovation activity.

**Key Responsibilities**

**Office Management**

- Monitor and manage the use of space in the Undaunted areas to help provide a service that is most useful for our founders and wider community.
- To manage the design, layout and day to day use of our spaces to maximise its effective utilisation.
- To ensure implementation of health and safety procedures according to College policy.
- Proactively provide ideas about how we can build a better, collaborative and successful climate innovation ecosystem.
Administration

- Establish and maintain appropriate administrative systems to run an efficient office.
- To ensure that the offices resources are maintained and accurate records of purchases are kept, this includes stationery and other supplies, as well as software and other license purchases.
- Arrange and coordinate internal meetings and external visits by Institute staff as necessary, ensuring that all relevant administrative arrangements have been made, e.g. booking meeting rooms and catering, booking travel and accommodation, etc.
- Responsible for the smooth running of the Director of Innovation/ Undaunted’s office; prioritising activities and meetings.
- Manage contact details for key stakeholders in the Undaunted database as part of the Grantham Institute CRM and help extract lists as relevant for events, mailings etc.
- Manage day to day financial activity by working with Grantham Institute colleagues to issue Purchase orders, ensure invoices are paid in a timely fashion, whilst keeping a careful record of expenditure against overall budget lines.
- Monitor expenditure, tracking project budgets and forecasting expenditure on Undaunted project accounts.
- To serve as a key link between Undaunted and the Grantham Institute/ College
- Assist with recruitment.
- Work independently to complete tasks and resolve problems.
- Provide a proactive administrative service, anticipating and identifying administrative support requirements in response to changing needs or circumstances.
- Plan objectives and outcomes of meetings, including weekly updates. Prepare agendas, minutes and follow through actions of meetings.
- To draft letters, reports etc following a briefing from the director.
- Work closely with the Grantham Institute PA and Administrative Assistant to ensure that the Director of Undaunted’s diary is managed effectively, to ensure best use of time, and meetings and activities are correctly prioritised.

Events/ Fundraising

- To coordinate official visits, events and dinners with high profile visitors.
- To provide some support to larger events as part of the team, particularly the Climate Launchpad, Demo Day and Greenhouse evenings.
- To assist with fundraising activities, liaising with Faculty and Advancement staff as appropriate.
- To coordinate the Undaunted Executive Board and any other formal committees, including arranging meetings, taking minutes, and acting a point of contact for members.

Other

- To support the Director of Innovation with ad hoc projects
- To undertake any necessary training as required.
- Any other duties commensurate with the grade of the post as directed by the line manager / supervisor.
Person Specification

Requirements
Candidates/post holders will be expected to demonstrate the following:

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<tr>
<th>Essential (E)</th>
<th>Desirable (D)</th>
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Education
Educated to at least A-Level standard or have relevant equivalent professional experience or training  
E

Experience
Experience working in a complex office environment providing structured administrative support  
E
Managing a wide range of stakeholder relationships in a collaborative setting  
E
Managing boards or similar governance structures  
D
Managing or delivering events  
D
Experience of working effectively within a team, and on own initiative  
E
Experience of arranging large meetings and workshops  
E
Experience of basic financial management and reporting including processing invoices and expenses  
E
Experience of tracking expenditure and budget management  
E

Knowledge
Use of CRM systems and managing databases  
E
Interested in climate change and environmental issues  
D
Sound understanding of GDPR legislation  
D

Skills & Abilities
Ability to work under pressure whilst maintaining a high level of accuracy and consistent attention to detail  
E
Ability to manage a busy workload, prioritise and manage own time effectively  
E
Excellent personal organisation and the ability to meet internal and external deadlines  
E
Excellent interpersonal and communication skills, with a high level of professionalism  
E
Strong ability to get along with a wide range of people and develop collaborative relationships  
E
Flexible and adaptable in different work environments  
E
Ability to show initiative and take decisions on routine matters, exercising judgment on when to refer issues to management  
E
Ability to produce clear, concise written material for different audiences  
E
Excellent IT skills: MS Office (Word, Excel, PowerPoint), Outlook and online tools  
E
A flexible approach to work and the ability to deal with change in a positive way  
E
Ability to use spreadsheets and databases to record and analyse information  
E

Further Information

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to follow the Imperial Values & Behaviours framework. Our values are:

- Respect
- Collaboration
- Excellence
Employees are also required to comply with all College policies and regulations paying special attention to: Confidentiality, Conflict of Interest, Data Protection, Equal Opportunities, Financial Regulations, Health and Safety, Information Technology, Smoking, Private Engagements and Register of Interests. They must also undertake specific training and assume responsibility for safety relevant to specific roles, as set out on the College Website Health and Safety Structure and Responsibilities page.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. We are an Athena SWAN Silver Award winner, a Disability Confident Leader and a Stonewall Diversity Champion.

June 2023