

Administration Assistant

Dear Applicant,

Thank you for your interest in the position of Administration Assistant at the Institute of Employment Rights.

With the ongoing legislative activity in employment law, this is an exciting time to be joining the IER team! This is a great opportunity to contribute your skills to an established and well-respected think tank. Originating in the labour movement, IER works with a broad network of experts including academics, lawyers and trade unionists to produce high quality, authoritative publications and events. The Administration Assistant will play a key role in maintaining the IER's office administration.

We are looking for an individual with experience in an administration role, who is able to prioritise a busy workload, deliver to tight deadlines and is prepared to travel to support IER at appropriate events. On the job training, mentoring and ongoing support will be provided by the team.

This post is based in our Liverpool office, where you will work as part of a small, committed team, reporting to the IER Director. Office hours are 9:00am – 5:00pm (Monday - Friday). We are, however, happy to discuss alternative working patterns where there is a genuine need.

IER promotes equal opportunities and welcomes applications from qualified persons regardless of their sex, race, disability, sexual orientation, gender identity, age, religion or belief. We also welcome applications from people with caring responsibilities.

Please complete the application and equal opportunities monitoring forms and return both by email to james@ier.org.uk by **12 noon on Friday 18th of April 2025**.

Shortlisting will be done by Wednesday 23rd of April and interviews will be held on **Wednesday 7th and Thursday 8th of May 2025**.

Yours sincerely,

James Harrison
Director

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What is the Institute?

The Institute of Employment Rights is a think tank for the labour movement. We exist to inform the debate around trade union rights and labour law by providing information, critical analysis, and policy ideas through our network of academics, researchers and lawyers.

We were established in February 1989 as an independent organisation to act as a focal point for the spread of new ideas in the field of labour law. In 1994 the Institute became a registered charity. Most TUC affiliated unions are part of the IER network.

What do we do?

Employment law conferences and fringe events: Our [employment law conferences and trade union fringe events](#) aim to update the labour movement on changes to legislation that affect employment and trade union rights, as well as provide critical analysis on current and future policy. Our speakers include politicians, trade unionists and top academics and lawyers. The Administration Assistant would help prepare, as well as help administer these events in person or online. We have received consistently positive feedback from our delegates, who are typically trade unionists, lawyers, academics and people with an interest in employment rights.

Employment law publications and journals: IER normally publishes six [employment law publications and journals](#) a year. This aspect of IER's work is overseen by Research Panel which reflects the three constituent parts of our network. The Administration Assistant would be expected to keep an accurate stock record, and would be asked to help administer mass mailings of publications.

Briefings, consultation responses and our weekly newsletter: The Institute produces [regular briefings and consultation responses](#) on all aspects of employment rights. Such responses are drafted by members of our network of experts. We distribute a weekly newsletter on employment rights, which helps to keep the trade union movement up to date.

Commissioned work and projects: Projects currently underway include one on the redistribution of working time and one on a new framework of health and safety regulation. The Administration Assistant will assist in promoting projects on our website and on social media when required.

Guidance on applying for a job with IER

We have put together what we hope is helpful advice on completing the relevant sections of the application form.

General Advice and Guidelines

You may find it useful to prepare a rough draft before completion of the form. This will help you to avoid mistakes or repetitions. It will also assist you in making the form well organised and relevant.

(5) (6) Telephone Number & Email Address: Please ensure that you indicate if you do not want us to contact you at work.

(7) Two Referees: Please include your present or most recent employer and another previous employer as your referees. If you have not been employed, you may wish to give the name of a person who knows you well enough to confirm the information you have given, and to comment on your ability to do the job. Please note that any offer of employment is subject to receipt of references acceptable to us.

(11) Education/Qualifications/Training: Evidence of any relevant qualifications claimed will be requested if an offer of a job is made.

(12) Work Experience/Employment History: In detailing the nature of your duties, please only give brief details. It is sufficient to explain the main features of each job that you have had. Please check that any dates requested are correct and in the right order. If you have any gaps, please tell us what you were doing during that time.

(13) Experience Relevant to Post: This is the section where you will make your main case for the job. Read the Job Description thoroughly and ask yourself why you are interested in the job. Can you support your decision with supporting evidence? Concentrate on the Person Specification and think of evidence that shows you have the necessary skills, knowledge or experience to do the job. Ensure that you include all relevant experience as this will assist in the shortlisting process. You should aim to present your experiences in a concise and positive way.

Finally

Return your completed form to James@ier.org.uk under the subject heading Administration Assistant by **12 noon on Friday 18th of April 2025**. If you have any queries regarding this position that you would like to discuss call James Harrison on 077259 19601 or email James@ier.org.uk.

[Type here]

Job Description:

- **Role:** Administration Assistant
- **Hours:** 35 hours a week.
- **Holidays:** 30 days plus public holidays (with additional 5 days after 5 years service)
- **Salary:** £23,000.
- **Pension:** 9% employer contribution
- **Location:** Liverpool office.
- **Responsible to:** IER Director.

Main Responsibilities:

- Provide administrative support for the team.
- Maintain accurate office stock records, databases and filing systems.
- Answer the office phone, taking messages where required. Monitor office voicemail.
- Monitor your own email inbox and the IER office inbox.
- Collect, process and send office letters each day.
- Administer postal sales, online sales, and over the phone sales - for books, subscriptions and event registrations.
- Process cheques and online payments.
- Basic data entry for accounting (training will be given).
- Prepare basic financial reports (training will be given).
- Follow up on unpaid invoices via email and phone.
- Assist with preparation and administration of IER events and conferences.
- Help to promote IER and our materials at union conferences and key events.
- Under direction, assist the team with social media post administration.
- Send out relevant papers in advance of meetings.
- Taking minutes at meetings.
- Ensure office stationery levels are maintained.
- Manage own diary each week to ensure deadlines are met.
- Administer office diary for the team.

Person Specification

Criteria for the role are essential and will be assessed in the application and at interview.

Experience

- Working in a busy office environment, working to deadlines collectively and independently and maintaining effective working relationships.
- Use of a broad range of Microsoft Office products including Outlook, Word, Excel and PowerPoint.
- Providing administrative support.

Skills and Abilities

- Good written and verbal communication skills.
- Good attention to detail for logical record keeping.
- Ability to plan own workloads, manage priorities and work towards tight deadlines.
- Have a confident, polite and professional telephone manner.
- A demonstrable commitment to equality, diversity and inclusion and to the aims and values of IER.
- A demonstrable commitment to the aims and values of the trade union movement.
- Willingness and ability to undertake some travel across the country to attend evening and weekend meetings and events, with some overnight stays.
- Willingness and ability to work flexibly and outside normal office hours where necessary, especially during busy periods in the run-up to key events (Time off in lieu can be granted if working above weekly contracted hours).

Desirable

- Basic accounting experience (not essential as training will be given).
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**APPLICATION FORM
PRIVATE AND CONFIDENTIAL**

POSITION APPLIED FOR: Administration Assistant

LOCATION: Liverpool office.

PLEASE STATE WHERE YOU SAW THE ADVERTISEMENT OR HEARD OF THE VACANCY:

PERSONAL DETAILS

1. SURNAME

2. FORENAMES

3. CONTACT DETAILS – ADDRESS

4. TELEPHONE NUMBERS

(HOME) (WORK).....

(MOBILE)

Please indicate the number you would prefer to be contacted on.

5. EMAIL ADDRESS

[Type here]

6. TWO REFEREES

Please provide the name, address, contact number and email address of two referees. If you have been in employment, please include your present or most recent employer. Please state if you require notice before a reference is requested.

1.

2.

7. ELIGIBILITY TO WORK IN THE UK

If successful in your application, you will be asked to produce a document which confirms your eligibility to work in the UK. Can you produce an original document which shows:

- Your National Insurance Number (not a temporary number)
- Passport
- National Identity Card from a state in the European Economic Area Agreement
- Or any other document (eg a stamped passport) which states your eligibility to work in the UK

YES/NO (Please delete as appropriate)

8. DATA PROTECTION

Information given in this application will be controlled under Data Protection legislation and will be used for the purposes of recruitment within the organisation. Should your application be successful, the information will then be used for your staff record and for payroll purposes. May we have your permission to process the information both manually and automatically for these purposes?

YES/NO (Please delete as appropriate)

9. DECLARATION

I confirm that the information given in this form and in other documents provided with my application is correct and any misleading or falsification of information may be proper cause for rejection or, if employed, cause for dismissal.

[Type here]

SIGNED..... DATED.....

<u>For internal use:</u> Candidate Number:
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10. EDUCATION/TRAINING/QUALIFICATIONS

Please give full particulars of education/training/qualifications.

<u>Name of Institution</u>	<u>Attendance Dates</u>	<u>Qualification Obtained</u>

11. WORK EXPERIENCE/EMPLOYMENT HISTORY

Starting with current/most recent please give full details of employment history, paid or unpaid, stating name and address of each employer/organisation, dates, position held, nature of duties and reason for leaving. Please include any voluntary or community work.

Please account for all gaps in employment history.

<u>Name and Address of Employer/ Organisation</u>	<u>Dates</u>	<u>Position Held</u>	<u>Nature of Duties</u>	<u>Reason for Leaving</u>

[Type here]

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12. EXPERIENCE RELEVANT TO POST

With close reference to the Job Description, please use the Person Specification to give an account of experience, skills and training you have which meet the requirements of the post.

13. ADDITIONAL COMMENTS IN SUPPORT OF APPLICATION

You may use this section for any general statement, comment or example of your work that you think is relevant to your application for this post.

Please return completed form by email to james@ier.org.uk by **12 noon on Friday 18th of April 2025** with the subject heading Administration Assistant.

[Type here]

Equal Opportunities Monitoring Form

CONFIDENTIAL

IER promotes equal opportunities and we welcome applications from all suitably qualified persons regardless of their gender, race, disability, sexual orientation, gender identity, age, religion or belief.

In order to monitor the effectiveness of our equal opportunities procedures, all applicants are asked to complete the following questions, although you are under no obligation to do so. **This form will be removed before your application is sent for short listing.** All information will be treated in confidence and used only to provide statistics for monitoring purposes. Thank you for your assistance.

Post title:	Administration Assistant	
Location:	Liverpool office	
Full name:		
1. Gender: MALE / FEMALE / OTHER / PREFER NOT TO SAY		
2. Marital status: MARRIED / SINGLE / OTHER		
3. Do you have responsibility for dependants? (Dependants relates to children, or elderly or other persons for whom you are the main carer.) YES / NO		
4. Do you have any disabilities? YES / NO		
5. Ethnic origin I would describe myself as (choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background):		
A White:		
British		
English		
Scottish		
Welsh		
Irish		
Other, please specify:		

[Type here]

B Mixed:	
White and Black Caribbean	
White and Black African	
White and Asian	
Other, please specify:	
C Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:	
Indian	
Pakistani	
Bangladeshi	
Other, please specify:	
D Black, Black British, Black English, Black Scottish, or Black Welsh:	
Caribbean	
African	
Other, please specify:	
E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group:	
Chinese	
Other, please specify:	
6. Where did you see this post advertised?	
Data protection: Information from this application may be processed for purposes under the Data Protection Act 2018. Please indicate your consent to data supplied being used for the purpose of recruitment and selection by signing below.	
Applicant's signature:	Date:

[Type here]