Recruiting for: Office Manager

Who we are:

The Earth, and every species on it, is facing a climate and ecological emergency. Small World Consulting exists as a response to that emergency. We challenge and support organisations to take meaningful and effective action; to be exemplars both in their industries and beyond. We help our clients to lead the change needed for a smooth transition to the low-carbon world, which we believe can be a better place.

Our work includes, but is not limited to: Carbon assessment and advice, focusing critically on supply chains; Big picture analysis, enabling organisations to understand where they fit into the global context and highlighting what they can do to help both humans and the environment thrive; Developing and implementing a robust ESG Assessment Framework for companies and investors that focuses on meaningful action to tackle the climate and ecological crisis; Food and Land Systems, advising on sustainable diets, menus, supermarket practices and land management, including ecologically sound and effective carbon removal; Communication, raising awareness of the climate emergency through talks, articles, book promotion and social media.

We say it like it is, we support our clients in facing every challenge, and we call out greenwash. We are a small company and every employee matters. As a team, we support each other to develop and thrive in a work environment founded on honesty, kindness and respect.

The Role:

We are looking for an energetic and dedicated Office Manager to join our team.

As the Office Manager, you will play a vital role in supporting the business and the team, being at the heart of operations, coordinating administrative tasks and office procedures.

The main responsibilities will involve:

- Monitoring the company inbox and handling client inquiries, keeping up to date with the client tracker and invoicing.
- HR administration, including payroll and organising recruitment.
- General office administration and project support.
Skills required:
- Good knowledge of Microsoft Office, particularly Outlook and Excel, marketing / website editing experience desirable.
- Excellent time management and ability to multitask, strong organisational and planning skills.
- Personable, approachable, and able to thrive in a team environment.
- Thoughtful awareness of the climate and ecological emergency.

Location:
Small World Consulting offices at Lancaster University campus. You will be expected to be in the office 2 days per week, with remote working possible the rest of the time.

Employment Contract, Period and Salary:
Permanent contract | 20-25 hrs per week (initially, the role could develop to full time over the next 12 months) | £25-28k annual gross salary, depending on experience

To apply:
Please send your CV and cover letter to: jobs@sw-consulting.co.uk by midnight, 14th January 2024.