

**New Economics Foundation**

The New Economics Foundation exists to build the case and the campaign for a new economy. Our work brings insights from the best, most original and widely respected subject-based research into direct contact with the campaigns, movements and other actors who are trying to build the new economy. We do that in a broad number of areas, encompassing social justice, well-being, the environment and the economy. We have a proud thirty-year history but are also setting out in a new direction, prioritizing partnerships with others in helping to bring about change today as well as planning for the economy of tomorrow.

**Team Administrator**

**Salary £23,100 – 24,267 per annum**

We are looking for a bright, enthusiastic, well- organised and multi-skilled individual to join us as a Team Administrator. This is a key support role. You will work across NEF and our subsidiary NEF Consulting to provide fundraising, training, events and communication administration. You’ll be part of a small, friendly team and report to the Head of Operations.

It's important that your English (spoken and written) is of a good standard and ideally you’ll share our values. There’s always a lot going on here, so we’re looking for someone with strong communication skills, who can deal effortlessly with competing priorities. You need to be flexible, practical and willing to help out as needed.

**Deadline for applications: 19th November 12 noon**

**Interviews: 29th November**

**Start date: ASAP**

For an application form (no CVs please) and more details see the ‘about us/work with us’ section of our website [www.neweconomics.org](http://www.neweconomics.org) or write to Krisztina Hay, New Economics Foundation, 10 Salamanca Place, London SE1 7HB or email [recruitment@neweconomics.org](mailto:recruitment@neweconomics.org).

We recognise that people have commitments and responsibilities outside of work, therefore the New Economics Foundation supports flexible working. We are also open to suggestions of Job Shares.

We are an equal opportunities employer and welcome applications from all persons regardless of their race, gender, disability, religion/belief, sexual orientation or age. But, as members of ethnic minority groups and disabled people are currently under-represented at this level of post, we would encourage applications from members of these groups.  Appointment will be based on merit alone.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

New Economics Foundation is a registered charity, number 1055254.