

Disruptors, Innovators, Experts

Diversity and Inclusion consultancy,
training and software



Project Administrator – Warrington.

Full-time or Part-time with Flexible Working

Looking to work with an awesome team helping to create inclusive and diverse workplaces?

The opportunity

We are passionate about making the world a better place. Known for being Disruptors, Innovators and Experts in Diversity & Inclusion we have been on an incredible journey and the best is yet to come. We have some big plans next year and need your help as we continue to grow, expand and deliver great things for our clients.

This is a fun, thought provoking and busy environment with an incredible global client base that we are very proud of and thoroughly enjoy working with. Our clients are at the heart of everything we do, we like them to feel as proud as we do about the relationship. We deliver award winning training and development programmes, create state of the art HR software and provide consultancy services to HR and Business leaders in the public, private and charity sectors.

What you will do

You will be supporting the delivery of creative and high-quality project administration to the consultancy, learning and marketing teams.

This role is based out of our modern and professional offices at The Base, 20 Dallam Lane, Warrington with most of our team working remotely and flexibly. We trust our team to deliver and ensure we have a working pattern that works for you and for us.

Reporting to the Head of Operations you will work internally with consultants, marketing and operations teams and externally with our clients and suppliers covering media design, stationary, facilities and digital.

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Key responsibilities:

- Supporting a portfolio of projects by working closely with Clear Company consultants in project set up, co-ordination and delivery
- Prioritising workload flexibly and responsively as new projects, client and team requirements shift and change
- Keeping our systems and materials up to date, creation and management of document libraries
- Supporting the development of first-class materials that will be used by and for consultants, translating their ideas into creative presentations, reports and proposals often with input from our design partners
- Provide support for our webinar and events programme – we have a programme of really interesting events with fabulous people all making a difference in the world of diversity
- We like to enjoy our time together and this role will be responsible for supporting social activity that has something for everyone in the plans, accommodating different ages, genders, cultures and interests so requiring thought and sensitivity
- Meetings, diary and travel. We are a busy team who travel a great deal and our diaries are a real challenge so this role will support the Head of Operations in providing a flexible and efficient response that ensures we are all where we need to be, when we need to be there
- Our clients are important to us so as part of your role you will be a key contact for front of house at our office, on the phone and over email – finding the correct team member to make things happen
- Issue resolution – taking accountability for closing the loop and making sure any issue is resolved quickly and professionally, involving colleagues as appropriate

What you will bring to the role?

We love new ideas, thinking and different backgrounds and perspectives, your voice will always be heard.

It's important to us that we maintain the quality and depth of our offer and that we as a team represent diversity in our backgrounds and thinking.

We need you to live our values around high performance, be client focussed, work in an inclusive way, be innovative, respectful and curious.

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We need you to know how to:

- Manage projects – prioritising workload coming in from multiple stakeholders and delivering on time and to quality
- Build positive working relationships with our clients and our people
- Use technology to create innovative and high-quality project administration solutions
- Solve problems – finding the simple and effective way
- Attention to detail – spotting mistakes and delivering accurate work using numbers and words
- Use Powerpoint, Excel and Word

What we offer

We can offer the opportunity to work with some awesome clients, such as Lloyd's, Co-op, Page Group and Ofcom and the satisfaction knowing that you have helped them to change the world of work creating more inclusive workplaces.

There is also opportunity to learn from each other. We have some great people in our team who have some diverse knowledge and expertise, working on disruptive and innovative inclusive best practice with government and businesses.

We have opportunities to progress as we are growing and have career paths into operations, consultancy, account management and marketing over time. Equally we fully respect and support our colleagues who are happy in their current role and are not looking for additional responsibility at this time. At the Clear Company every day is different as that we are always challenging ourselves as a team and that we value everyone highly.

We can support training and development in house and external qualifications as appropriate, provide coaching and support in work. We have a flexible working policy, are disability confident leaders for whom workplace adjustments are business as usual.

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How to find out more

To find out more about this brilliant opportunity please contact: Gareth Headley or Claire Bonham - joinus@theclearcompany.co.uk

How to apply

To apply, please send your CV to: joinus@theclearcompany.co.uk

The application process

Please be aware that the recruitment process will comprise of:

Stage 1 - telephone conversation

Stage 2 - a competency based interview at Warrington and a work based exercise

We want to make sure we do all we can to make this a really positive experience for you. Please [click this link](#) which will take you through a simple process to identify any adjustments or additional support we can provide beforehand or on the day.