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<b>Job Title:</b>	Northern Hub coordinator
<b>Reports to job title:</b>	Head of Operations
<b>Department</b>	Operations
<b>Location:</b>	Northern Hub
<b>Salary:</b>	£26,000-£28,000 Dependant on skills and experience

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## About Us

The UK Agri-Tech Centre is a new organisation launched on 1 April 2024 and created from three of the original Agri-Tech centres.

Utilising our UK-wide assets, world-class facilities and expertise, our new organisation is a gateway for funding programmes, such as the Farming Innovation Programme and Horizon Europe, and provides benefits to the whole supply chain, the UK economy and beyond.

We offer a complete life cycle of support, driving Agri-Tech innovation and adoption through world-class facilities, expert knowledge and business support accelerating progress.

We strengthen the connections between science, business, and funders to accelerate research and development tackling the industry's most critical challenges such as climate change, labour availability, disease mitigation and environmental sustainability.

## Job Purpose

You will provide office management for the Northern Hub as well as virtual office management for several of our smaller offices across the UK. As Northern Hub Coordinator, you will work closely with the UK ATC IT team providing administrative assistance.

## Main Duties

### Office Management (Northern Hub):

- Maintain a well-organised and efficient office environment.
- Coordinate office supplies, equipment, and facilities maintenance.
- Manage office schedules, appointments, and conference room bookings.
- Arrange hospitality for visitors and prepare the office for external meetings.
- Ensure a welcoming and professional reception for visitors and colleagues.
- Manage the Northern Hub (office) budget.
- H&S management, in line and with the UK ATC H&S team guidance.
- Management of post and courier services.

### Office Management (Virtual):

- Work with the York Hub Coordinator to provide office/ soft facilities management for several offices, across the UK that are attached to our Capabilities.

- Provide holiday cover for the York Hub Coordinator & C-Suite Executive Assistant.

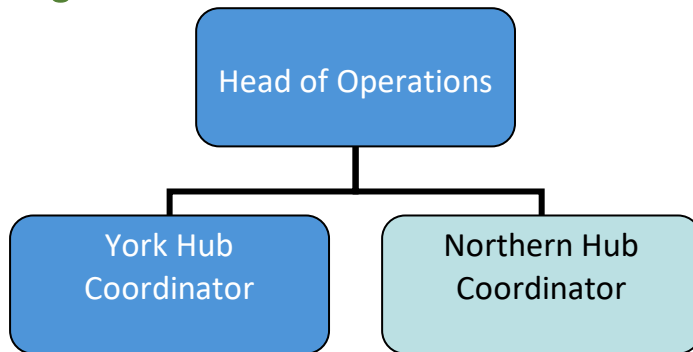
### IT Support

- Support with maintaining documentation relating to the company's digital infrastructure.
- Assist with ordering of:
  - New IT equipment for new UK ATC staff members and IT on-boarding.
  - Replacement (or loaning) equipment for existing staff.

### Administrative Support:

- Support the Head of Operations, and the wider Operations Team as and when necessary.
- Handle phone calls, emails, and correspondence efficiently, as well as being the first point of contact for external enquires relating to the Northern Hub.
- Maintain and update company records, databases and filing systems.
- Assist colleagues with travel and logistic plans when visiting the Northern Hub.

### Organisation Chart



### Qualifications, Skills and Experience

- A minimum of 3 years' experience in an Office Manager position.
- Experienced in using the Microsoft Office Suite.
- A willingness to learn and to continuously develop.
- Exceptional team player.
- An eagerness to help troubleshoot and problem solve.
- An organised mindset and the ability to cope with multiple tasks simultaneously, and at times under pressure.

### Additional Information

Office Based

### Application Process

Please submit a CV to [Siobhan@clarkehrconsulting.co.uk](mailto:Siobhan@clarkehrconsulting.co.uk) by 8/5/24