



FURNISHING FUTURES

Administration Officer - Job Description

Furnishing Futures is an innovative charity creating fully furnished, healing homes for survivors of domestic abuse who have been rehoused in empty social housing. We do this by partnering with the interiors industry, which donates high quality furniture and homeware that could otherwise end up in landfill.

We are looking for someone passionate about our mission who is organised, reliable and professional. You will be working closely with our CEO and Head of Operations carrying out multiple tasks throughout the day to support the charity to run smoothly.

If you have a can-do attitude, strong experience of administrative processes and office duties then we'd love to hear from you.

Main details of the role:

- Salary: £28,275 PA
- Contract: Fixed term for 18 months, full-time (extended depending on funding)
- Location: Leyton, East London. You can work from home up to one day a week (after probation), if preferred.
- Hours: 37.5 hours/week.
- 25 days annual leave per year, with the days between Christmas and New Year to be gifted as additional discretionary leave

We recognise we live and work in a diverse society and value the differences of every individual involved in Furnishing Futures. We are particularly keen to receive applications from women from marginalised groups, communities and backgrounds.

Key responsibilities:

Supporting the CEO

Providing administrative support to the CEO. This includes:

- Managing the CEO's work diary. Responding to communication relating to appointments / meetings and keeping track of their schedule;

- Providing Personal Assistant support to the CEO;
- Carrying out administrative tasks relating to meetings attended by the CEO. Making refreshments, taking minutes and ensuring agendas, logistics and follow-up actions are passed on;
- Highlighting priorities and extracting key information for upcoming appointments / meetings;
- Creating presentations in Canva and Powerpoint. Supporting the CEO with producing high quality reports in line with the charity's brand guidelines.

Office management

Ensuring the Furnishing Futures Office runs smoothly. This includes:

- Responding sensitively and efficiently to enquiries from the Furnishing Futures general info email inbox;
- Managing relationships with external contractors such as; cleaners, refuse contractors, utility companies, etc;
- Accurately updating, inputting and cleaning information on our CRM data management system;
- Keeping communal areas of the office and warehouse safe and tidy;
- Ordering supplies for the warehouse, office and kitchen;
- Ensuring the Furnishing Futures' shared Drive remains an effective storage solution;
- Managing the Furnishing Futures' press and image library;
- Greeting guests and ensuring deliveries are correctly recorded;
- Assisting the Finance Manager with the management of staff expenses and some financial inputting.

(This list is not exhaustive and may be amended to meet the changing needs of the charity)

Candidate profile:

- You are committed to our vision and mission. You want to help us create a future where furniture poverty and gender-based violence no longer exist, and where no useable furniture ends up in landfill.
- You get things done. You're organised and have excellent time management skills, able to carry out and prioritise multiple tasks throughout the day.
- You are fluent in written and spoken English.
- You have excellent written and verbal communication skills.

- You have strong IT skills. You're confident working with spreadsheets, Google Drive and CRM platforms.
- You're a team player. You work well with others and are happy to carry out lots of varied tasks that enable the charity to run smoothly.
- You have either paid or unpaid previous experience carrying out office duties and supporting a team.
- You are a good communicator, able to portray a professional attitude with all external stakeholders.
- You have excellent attention to detail.
- You are non-judgmental, discrete, compassionate and committed to anti-discriminatory and anti-oppressive practice. You must be able to maintain confidentiality when working with sensitive information. A DBS certificate will be required.
- You have the right to work in the UK.

It doesn't matter whether you have formal qualifications or not. We are looking for someone who can get the work done to a high standard and is aligned with our values.

To apply please email claire@furnishingfutures.org with 'Admin Officer' in the email subject line. Your application should include:

- your CV
- a supporting statement (max. 2 sides of A4) outlining:
 - your reasons for wanting to work for Furnishing Futures
 - examples of how you meet the candidate profile

The deadline for sending completed applications is **11pm Sunday 30 November 2025**. We hope to hold first interviews on 9 & 10 Dec and second interviews on 16 Dec. With the role starting in January 2026.

Due to the sensitive nature of this role, we will only be considering applications from women in accordance with the provisions of the Occupational Requirement (Equality Act 2010, pursuant to schedule 9 part 1).