

Young Y&C – Administrator

18-21 hours per week (open to job sharing and flexible working), £25,000-28,000 pro rata, based near Ladbroke Grove, initial 12-month contract.

This is an exciting opportunity to join Young K&C as an Administrator. We are looking for someone who can support our small, dynamic team to deliver efficiently and effectively.

Young K&C is a new charity established to support children and young people in Kensington & Chelsea. Young K&C is an innovative cross-sector partnership, working with youth clubs, charities, schools, businesses and Royal Borough of Kensington & Chelsea.

The successful candidate will develop and manage high quality administrative systems, to deliver our small grants funding programmes for local charities, support our board of trustees and our staff team including organising meetings, taking minutes, database management, carrying out due diligence checks, liaising with our book keeper and ensuring that our administrative systems are up to date.

We are looking for a self-motivated and organised individual, with an eye for detail, who has experience of developing and implementing administrative systems, working independently or as part of a team. Excellent communication and writing skills are required.

Interested? Please apply via the CharityJob website, sending your CV with contact details for 2 referees and a short supporting statement (max 2 sides A4) outlining how you fulfil the person specification for this post, by **Wednesday 16 June 2021**.

Young K&C: Administrator, Job Description

YOU! What will you need to do?

The key areas that you will be working on are:

- To be a first point of contact for Young K&C's members, carrying out membership meetings, advising and supporting our members with information about grant schemes that we are operating
- Maintaining membership records (keeping our Salesforce database up to date), being a first point of contact for our Member organisations
- Administering our small grants schemes, carrying out due diligence checks, collecting monitoring data, dealing with queries, liaising with members and partners by telephone, email and in person
- Data analysis, reporting and using the data that we collect to help Young K&C fulfil its aims and evidence impact
- Setting up meetings, liaising with speakers
- Minute taking for our board and meetings for staff, members and stakeholders
- Supporting Young K&C with events organisation and helping to support development of services and support for our members

As the organisation develops, then your role is likely to adapt.

YOU! What kind of person are we looking for?

The successful candidate will be able to demonstrate the following skills or characteristics in the application. It is essential that you give evidence or examples of your experience, knowledge and skills where possible.

Here are the skills and experience that we are looking for:

Good Organisational and administrative skills and experience

Excellent Literacy and Numeracy – you will have excellent communication skills, including writing skills. You will have good attention to detail and will be able to check and proof read for accuracy. You will be confident handling numbers.

Interpersonal skills – you have good interpersonal skills and some experience of engaging with a diverse group of people, including local young people.

Discretion – you will be responsible for handling some sensitive and personal information, where confidentiality is required.

Attention to detail – being able to provide accurate and up to date information is critical.

A positive, solution-focussed approach

Excellent IT skills – including MS Office

Database experience – experience of managing and administering databases, including Salesforce, or a willingness to learn

Knowledge of the charity sector – would be an advantage

Mucking in – working in a small team with tight resources you will be flexible and enjoy helping out with getting things done.

The cause – you will be passionate about our vision to support children and young people, committed to supporting diversity and inclusion.

Flexibility – you will be able to work effectively from home and/or from our small office in Kensington and Chelsea.