**Young Y&C – Business Administrative Assistant**

35 hours per week (open to job sharing and flexible working), £22,000, based near Ladbroke Grove.

This is an exciting opportunity for someone interested in working in the charity sector to join Young K&C as a Business Administrative Assistant. 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 help us to develop and manage high quality administrative systems, to deliver our membership, training and small grants programmes for local charities, support our board of trustees and our staff team including organising meetings, taking minutes, data entry, 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.

We offer a friendly and flexible working environment with great opportunities for training and development.

Interested? Please apply by email to info@youngkandc.org.uk, sending your CV with contact details for 2 referees and a short supporting statement (max 1 side A4) outlining how you fulfil the person specification for this post, by **Tuesday 28 September 2021**.

**Young K&C: Business Administrative Assistant, 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
* Assisting with development of a Young People’s steering committee to guide Young K&C’s work
* 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
* Providing administrative support for all aspects of Young K&C’s work.

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**

**A positive, solution-focussed approach**

**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.

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

**Excellent IT skills –** including MS Office

**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.