



Urban Community Projects Charity Office Administrator Job Description

We're looking for an experienced Administrator who will handle all the charities administration tasks and is able to work from our office at Somers Town Community Centre. Someone who's energetic, organised, creative and determined and importantly someone who is able to work on their own initiative. A self-starter who knows the locality and loves making a difference.

Locally you'll be supported by other key staff members and the Charity Director. However there will be periods where you will be working from the site alone.

About Urban Community Projects:

We're a small grassroots charity working in the heart of local communities, directly on social housing estates. We have 4 key principles we work towards delivering, employment and training, youth, financial awareness and environmental projects. This year our focus will be delivering our knife and gang crime project 'One Mic, One Life', running our mobile food bank and developing a new App run by young people.

What you will do:

You'll be responsible for managing our office at Somers Town, answering/responding to all enquires, co ordinating on projects we deliver and general administrative tasks that are vital to the day to day running of the charity.

We're looking for someone who can work approximately 8 hours a week. These hours need to ideally be spread across at least 2 days of the week. But beyond that, we're open about how they are done – they don't all need to be office-based, we want you to get out into the community build new relationships and talk about our wonderful work. We're passionate about ensuring our roles fit into family life.

The role: Charity Administrator

Permanent Post: 1 year contract, 3-month initial probationary period

Start date: Immediately

Duration: 43 weeks per year which must include the 39 weeks of Camden state school term time plus four additional weeks

Hours: 8 hours (over 2 days) to be worked Tuesday – Thursday

Salary: £10.55 per hour (LW)

Location: Somers Town Community Association, 150 Ossulston Street, NW1 1EE.

Application Process:

A covering letter outlining why you are interested in this role and what you would bring to the charity along with your complete application form, should be sent to info@urbancommunityprojects.org.uk with Camden Charity Administrator in the subject line by **20th April 2020**.

Please email rasheeda.graham@urbancommunityprojects.org.uk with any questions or for an informal chat before applying.

Purpose of the Role:

To manage the administrative and data entry elements of Urban Community Projects to ensure efficient and effective running of our Somers Town office; allowing us to support a greater number of families and volunteers. The successful candidate will report to the Charity Director.

Key Duties and Responsibilities:

- To manage the info@urbancommunityprojects.org.uk email inbox, responding to emails in a timely and professional manner and passing enquiries on to the charity Director where appropriate.
- To work closely with the charity Director on all administrative tasks for the day to day running of Urban Community Projects. This includes;
 - a) responding/sending emails;
 - b) responding to queries;
 - c) creating spreadsheets/databases;
 - d) creating posters/flyers;
 - e) sending out newsletters and charity information to directory contacts;
 - f) contacting/liasing with trustees, partners, stakeholders;
 - g) Creating meeting agendas, papers and taking minutes;
 - h) Collecting and collating information and data for reports;
 - i) Updating Lightful social media scheduling account with new Twitter/Facebook/LinkedIn posts every 2 weeks (working with Social Media Volunteers)
- To create and maintain volunteer rotas to support our Camden Mobile Food Bank.
- To liaise with the appointed designer and printing partners for marketing materials.
- To assist charity Director in planning activities, workshops and events; which might include liaising with partners, booking venue spaces and organising refreshment etc.
- To input and keep updated all participant data and referral information onto the Resident Involvement database on a weekly basis.
- To input all weekly and any ad hoc feedback onto the Resident Involvement database.

- To manage volunteer data in accordance with data protection policies and to track and record weekly volunteer attendance onto the Resident Involvement database.
- To represent Urban Community Projects where required and be one of the faces and / or voices of Urban Community Projects in the community.

For more information on Urban Community Projects check out our website – www.urbancommunityprojects.org.uk

**Urban Community Projects, Somers Town Community Association,
150 Ossulston Street, London NW1 1EE. Registered Charity No.1156156**



Person Specification Key Skills/Knowledge

- In your Employment Pack you will find an application form. Please complete the Person Specification section; giving an example (no more than a paragraph) for each of the **Essential** and **Desirable** criteria outlined in the table below. Please use additional A4 sheets if you run out of space.

SKILLS/ATTRIBUTES	ESSENTIAL	DESIRABLE
Good knowledge of Urban Community Projects, its values and ethos.		✓
Good knowledge of the local area and community (the London Borough of Camden).	✓	
Self-starter – be able to think on your feet, working with minimum supervision.	✓	
INFORMATION TECHNOLOGY		
Strong understanding and use of Microsoft One Drive and GoogleDrive packages.	✓	
Strong MS Office Packages (Word, Excel, Publisher, Powerpoint) and using MS Outlook for emails and requesting meeting/appointments.	✓	
Ability to input, process and collate data onto Excel spreadsheets.	✓	
Ability to create formulas/sums and multiple worksheets using MS Excel.		✓
COMMUNICATION & ORGANISATIONAL SKILLS		
Good command of written and spoken English.	✓	
The ability to work cooperatively with different types of personalities.	✓	
Exceptional organisational skills, including planning meetings, workshops or events.	✓	
Ability to prioritise workloads and manage multiple tasks.	✓	
Ability to work alone on own initiative in a community setting.	✓	
The ability to think creatively and problem solve independently.	✓	
The ability to communicate with and empower colleagues, apprentices or volunteers to be effective in their roles – experience with volunteers preferable.		✓
SOCIAL MEDIA PLATFORM		
Creating posts for social media accounts like Twitter/Instagram/Facebook.	✓	
Using social media scheduling platforms like Hootsuite.		✓