



## **Administration Officer**

**Salary:** £22,000 (if full time or pro rata)

**Contract:** 21 – 35 hours a week, 6 months fixed term (with potential for extension)

**Role reports to:** CEO of Young Manchester

### **Role Profile**

We are looking for an ambitious and passionate new member of the team to help Young Manchester grow in the coming months.

You will have a passion for children and young people and will be ambitious, creative and organized, with some experience of administration tasks – but you don't need to have experience in the charity sector or formal qualifications.

The successful applicant will support a range of activity across the charity, with the opportunity to gain experience in a range of areas and develop and grow with the charity, supported by an experienced team and a range of training and support.

There is ample scope for the right applicant to develop this post and be part of an exciting new chapter for Young Manchester.

### **What we will offer**

- 21-35 hour working week (3-5 days)
- 25 days holiday per annum (pro rata if required), plus statutory Bank Holidays
- Flexible working patterns
- A commitment to ongoing professional development
- Contributory pension scheme

## **Main tasks and responsibilities**

- Support the development and implementation of systems and processes across the charity, including business operations and planning, HR, partnerships and grant making, finance and data management
- Ensure that the office runs smoothly and efficiently, ensuring all aspects of Young Manchester's work is supported through adequate resources (e.g. office supplies and equipment) and accurate information
- Provision of direct support to the CEO when required (diary management, preparation and distribution of materials for Young Manchester's Board, planning and scheduling of meetings and minute-taking)
- Work with the team and external providers to support the wider work of the charity in engaging young people, partners and supporters through events, communications and fundraising activities.
- Oversee oral and written communication processes including managing telephone calls, email and other electronic communication and general enquiries
- Support the CEO, Head of Development and Partnerships and Head of Finance in exercising appropriate financial controls, contributing to budgeting and business planning, working on spreadsheets
- Assist with drafting or formatting documents, liaising with team members and ensuring actions are recorded and carried out
- Carry out a range of finance support functions including: raising requisitions and purchase orders, dealing with procurement processes including arranging timely payment of invoices in accordance with Young Manchester's procedures
- Manage systems and processes for the secure storage of data and compliance with data security requirements, monitoring progress and reporting risks
- Provide administrative support to grant making activity, including contract management, due diligence and partner visits.
- Support with HR administration tasks, including: supporting recruitment processes, tracking leave and absence, preparation of trustee induction materials
- Attend meetings with stakeholders and partners, including young people as a representative of Young Manchester
- Promote Young Manchester's values on diversity, fairness, probity, impartiality and access and lead by example;
- Other administrative duties as from time to time are required to support the start-up and development of this small charity