



Team Administrator

Salary £26,000-£28,000, 21 hours/week

The Team Administrator will support the Why me? team in growing this exciting organisation to campaign for and deliver Restorative Justice for people affected by crime. We enable victims to tell their story, to talk about the harm caused by the crime, and to ask questions about what happened to them. For people who commit crime, Restorative Justice gives them an opportunity to understand the impact of their actions.

In its eleventh year, Why me? now needs an experienced and highly organised administrator to join the team of seven part-time staff, to help us manage our finances and projects, strengthen the Restorative Service, develop income generation, and ensure good governance.

Working closely with the Director, some of the areas of work will include:

- Ensuring good governance of the charity.
- Supporting the HR process to include recruitment, DBS checks and staff inductions.
- Administering and supporting the financial management of the charity.
- Supporting monitoring and evaluation activity through consistent and compliant data management.
- Assisting the Director with fundraising activity.
- Event and training administration.

The post holder will be line-managed by the Director, Lucy Jaffé. Strategic governance of the project is by the Board of Trustees

Hours: 21 hours/week - working days to be arranged

Salary: £26,000-£28,000 pro-rata, depending on experience.

Holiday: 28 days pro-rata including bank holidays and the period between Christmas and New Year, when the office is closed.

Start date: to be arranged

Application deadline: Wednesday July 8th at 9am

Interviews: Wednesday July 15th/Thursday July 16th

How to apply: Send a CV and a covering letter, maximum two pages each, addressing the person specification, to info@why-me.org.

Location: Can Mezzanine, 7-14 Great Dover Street, London SE1 4YR or working from home by negotiation and depending on lockdown requirements.

Special requirements

This post is subject to registration with and clearance from the Disclosure & Barring Service. Hours of work may occasionally involve weekend or evening work.

Why me? strives to be an Equal Opportunities employer. We welcome all applications regardless of race (including nationality and ethnic origin), gender, disability, sexual orientation, religion/belief or age.

Job description overleaf.

Job Description: Restorative Justice Administrator

£26,000-£28,000 pro-rata

JOB DESCRIPTION

1. WORKING HOURS & HOLIDAY

This post is 21 hours a week with hours and days to be arranged. The post holder may be required to work very occasionally at weekends and evenings. The salary is £26,000-£28,000 pro-rata depending on experience. The post holder needs to be within easy reach of the Why me? office in London. Working arrangements can be discussed to suit both parties. The Why me? team are currently all working remotely, and we will update these practices as the guidance around COVID-19 develops.

Holiday entitlement is 28 days per year including bank holidays and the period between Christmas and New Year when the office is closed all of which is on a pro-rata basis. Terms and conditions on request.

2. JOB SUMMARY

- To ensure good governance of the charity
- To administer and support the financial management
- To support the HR process to include recruitment, DBS checks, staff inductions
- To support project management, such as monitoring and evaluation activity through compliant data management
- To organise and administer events and training sessions
- To establish and maintain administrative systems, such as IT support and general office systems and procedures
- To assist with other activities as required, such as fundraising, communications and casework administration.
- To cooperate and communicate with Why me? staff, volunteers, ambassadors and trustees

3. RESPONSIBILITIES

1. To ensure good governance of the charity, which includes:
 - a. Organising quarterly Board meetings, including room booking, minute-taking, document preparation and catering.
 - b. Working with the Chair and Director to support trustee recruitment, training, induction, attendance log, and record keeping.
 - c. Ensuring that all regulatory reporting is fulfilled and liaising with third parties, such as the accountants, to ensure compliance.
 - d. Supporting the Board and Director to implement Equality and Diversity policy throughout the charity.
2. To administer and support the Financial Management of the charity, which includes:
 - a. Setting up finance systems to invoice and manage payments and deal with queries, process staff and volunteer expenses.
 - b. Liaising with Accountants and dealing with finance queries.
 - c. Taking responsibility for bank administration, including new signatories.
 - d. Assisting the Director in monitoring project budgets and expenditure.
3. To support Human Resource function, which includes:

- a. The recruitment, interview, induction and training of staff and volunteers; also DBS checks, employee insurance.
- b. Assisting the Director by maintaining and developing systems to monitor staff training, development, probationary period, equal opportunities monitoring.
- c. Sourcing and costing training and development for staff, volunteers and trustees
- d. Supporting changes in organisational policy, including changes to employment contracts and safeguarding our staff, through researching, drafting new policy and supporting consultation across the organisation
- 4. To support project management and delivery, which includes:
 - a. Supporting the team in reporting on project progress for management, monitoring and evaluation purposes
 - b. Maintaining the CRM system so that organisation contacts and activities logged and up-to-date
 - c. Being responsible for ensuring GDPR compliance through regular review and annual audit
 - d. Organising and administering events and training sessions
- 5. To assist with other activities as required, such as fundraising, communications and casework administration, which includes:
 - a. Keeping track of IT equipment and phones, liaising with IT support, and supporting colleagues to use it effectively
 - b. Managing individual donations, preparing reports, and supporting their continued involvement in the organisation
 - c. Supporting team members with administrative tasks
- 6. To cooperate and communicate with Why me? staff, volunteers, ambassadors and trustees
- 7. General requirements of the post
 - a. Understanding, respecting and adhering to Why me? equality and diversity policy
 - b. Attending training to comply with Why me? standards
 - c. Attending and contributing to meetings as required
 - d. Working with and report to the line manager on a regular basis.

Person specification – all essential

- 1. Experience of office administration, with a proven highly organised approach.
- 2. Experience of financial administration.
- 3. Commitment to equality and diversity.
- 4. Excellent communication skills, oral and written.
- 5. Accuracy and attention to detail.
- 6. Proven experience and track record of using IT skills in a professional environment (Word, Access, Excel, e-mail).
- 7. Ability to work in digital office i.e. online data systems and communications.
- 8. A track record of meeting tight deadlines when working in a team.
- 9. Excellent time-keeping and reliability.

10. Ability to write and speak English fluently

You may have experience of the following: Office Management, Office Administrator, Business Administrator, Team Administrator, Administrative Assistant, School Secretary, Personal Assistant.