

Team Administrator

Salary £26,000-£28,000, 3 days per week (21 hours)

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 and conflict. Why me? runs campaigns and research, lobbies the Government, and helps organisations that deliver Restorative Justice. We also run our own Restorative Justice service.

Now in its 15th year, Why me? is seeking a brilliant, highly organised and proactive administrator to join our team of five staff, to help us manage our finance and office systems, support our projects, and ensure good governance. The role will also include support around income generation, and delivering events. This is a brilliant opportunity for someone wanting to gain a range of skills in the charity/campaigning sector.

Working closely with the CEO, areas of work will include:

- Providing general office administrative support
- Supporting IT, HR and financial processes of the charity
- Ensuring good governance of the charity
- Helping with project delivery, including event and training administration

The post holder will be line-managed by Why me? CEO, Sara Dowling.

Hours: 3 days (21 hours) per week, working days and hours to be arranged

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

Holiday: 20 days plus bank holidays pro-rata, and the period between Christmas and New Year

Start date: As soon as possible

Application deadline: We are actively recruiting and scheduling interviews as applications are received, so please don't delay in submitting your application if you are interested in this role.

How to apply: To be considered for this position, please send your CV (one side of A4 maximum) and a covering letter (one side of A4) by email to info@why-me.org. Your application should address how your skills and experience meet the job description and person specification, as well as your interest in working for Why me?. Please put '**Team Administrator Application**' in the subject header. We regret that any applications that don't follow these instructions won't be considered.

Location: This is a hybrid role with at least one day a week spent in the office near London Bridge (Canopi, 7-14 Great Dover Street, London, SE1 4YR).

Special requirements: The Team Administrator may occasionally be required to work outside of normal working hours.

Why me? actively promotes equality of opportunity for all and welcomes applications from a wide range of candidates. We strongly encourage applications from Black and minoritised groups who are under-represented on our staff team.

Why me? recognises the contribution that people with criminal records can make as employees and welcomes applications from those with a criminal conviction. We select candidates for interview based on their skills, qualifications and experience. We will put in place measures to ensure that candidates with disabilities and additional needs can access the recruitment process.

Job description and person specification overleaf

Job description

Job summary

- Providing general office administrative support
- Supporting IT, HR and the financial processes of the charity
- Ensuring good governance of the charity
- Helping with project delivery, including event and training administration
- To be part of small and mighty team determined to make a difference

Responsibilities

To ensure good governance of the charity, which includes:

- Organising quarterly Board meetings, including room booking, minute-taking, document preparation and catering
- Working with the Chair and CEO to support Trustee recruitment, training, induction, attendance log and record keeping
- Ensuring that all regulatory reporting is fulfilled and liaising with third parties, such as the accountants, to ensure compliance
- Supporting the Board and CEO to implement Equality and Diversity policy throughout the charity

To administer and support the financial management of the charity, which includes:

- Setting up finance systems for processing all income and expenditure including processing staff and volunteer expenses
- Liaising with accountants and dealing with finance queries
- Taking responsibility for bank administration, including setting up new signatories

To provide general office and administrative support, which includes:

- Developing and maintaining effective administrative systems, ensuring a safe, pleasant, and well organised office environment
- Monitoring the Why me? enquiries email mailbox and coordinate responses to enquiries
- Managing our IT networks and equipment via a third-party provider, including the set up of new starters, leavers and resolving any issues promptly

- Proactive management of supplier contracts and relationships, including but not limited to the premises, office equipment/supplies and insurance contracts
- Maintaining office supplies, leaflets, and merchandise
- Managing the collection, distribution and sending of post
- To support data entry for the monitoring and evaluation of the organisation
- Managing individual donations, preparing reports, and supporting donors' continued involvement in the organisation
- Supporting team members with administrative tasks, as necessary

To support Human Resource function, which includes:

- Supporting the recruitment, interview, induction and training of new staff and volunteers
- Maintaining and developing systems to monitor staff training, development, probationary periods, and equal opportunities monitoring
- Maintain appropriate HR administrative systems, including recording and managing annual leave, TOIL and staff sickness
- Sourcing and costing training and development for staff, volunteers and trustees
- Organise an annual review of policies and employee handbooks in line with employment law

To support project delivery, which includes:

- Supporting the team in reporting on project progress for management, monitoring and evaluation purposes and funder requirements
- Maintaining the CRM system so that organisation contacts and activities are logged and up-to-date
- Being responsible for ensuring GDPR compliance through regular review and annual audit
- Organising and administering events and training sessions

General requirements of the post

- To cooperate and communicate with Why me? staff, volunteers, ambassadors and trustees

- Understanding, respecting and adhering to Why me?'s Equality and Diversity policy
- Attending training to comply with Why me? standards
- Attending and contributing to meetings as required
- Working with and reporting to the line manager on a regular basis

Person specification

Qualifications: Educated to A-Level standard or higher and including GCSE level English and Mathematics or equivalent experience.

Knowledge and experience

- Experience of office administration, with a proven, highly organised approach
- Knowledge of standard office management systems
- Experience of financial administration systems
- Excellent administrative skills, including the ability to create or improve processes and systems to improve own or team's work
- High level of computer literacy, with proven experience and track record in both MS Office and Google Suite
- Clear and concise written and oral communication skills
- Confidence in working with numbers and financial information
- Accuracy and attention to detail
- Excellent time-keeping and reliability
- Ability to write and speak English fluently

Personal attributes

- Organised and methodical, with an ability to prioritise a busy workload, work under pressure and meet deadlines in a professional manner
- Able to work independently and on own initiative, with minimal supervision
- Friendly, empathic and professional manner on the phone, in writing and in person
- Resilience and confidence in working with victims of crime and perpetrators

- Commitment to equality and diversity.
- Commitment to quality and continual improvement
- Flexible and willing to adapt to changing needs of the team/organisation

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

To be considered for this position, please send your CV (one side of A4 maximum) and a covering letter (one side of A4) by email to info@why-me.org. Your application should address how your skills and experience meet the job description and person specification, as well as your interest in working for Why me?. Please put 'Team Administrator application' in the subject header. We regret any applications that don't follow these instructions won't be considered.