

YOUNG CAMDEN FOUNDATION

Job Title: Administrator

Location: Camden

Salary: £13ph

Reporting to: Development Manager

Hours: 16 hours per week, flexible working available for 6 month contract

The voluntary youth sector plays a vital role in the lives of young people, but the barriers they face are complex and won't be solved in isolation. Young Camden Foundation is a community of cross-sector organisations working together to improve opportunities for all young people in Camden. Set up as a joint venture in May 2017 by London Borough of Camden and John Lyons Charity, YCF aims to provide a new model of local support. Our support promotes and supports:

RESILIENCE | We work to build capacity and better equip the community with resources and funding

COLLABORATION | We connect and work with organisations to develop and new and entrepreneurial approaches that will improve opportunities for young people

ADVOCACY | We champion Camden's youth sector, working to raise the profile of existing youth services and influence decision making

The role of Administrator is an exciting opportunity, for a passionate, hardworking and motivated individual to help grow and shape Young Camden Foundation and join a small and enthusiastic team. We are looking for a flexible and highly organised individual to who is passionate about ensuring the organisation is running as well as it possibly can, who enjoys ensuring that everything behind the scenes works smoothly and supports the needs of all stakeholders.

Our ambition is to work together to promote a more inclusive environment, which attracts all candidates and signals our commitment to celebrate and promote diversity. We welcome applications from individuals local to Camden, and also those seeking flexible working hours.

Main Duties and Responsibilities

1. Working with Development Manager to ensure that day to day administration requirements are completed
2. Respond to external queries, with support from Development Manager
3. Provide administrative support in preparation of YCF board meetings, including minute taking
4. Write and edit publications for internal and external distribution
5. Manage YCF's social media and website
6. Manage YCF's internal databases, including use of CRM
7. Working within the policies of YCF, especially those concerned with Dignity/Respect for All (Equal Opportunities) and Health and Safety

8. Complete all relevant administration duties, in order to contribute to effective planning, monitoring and evaluation of YCF

Person Specification:

Essential

1. Passionate and committed to improving the lives of young people
2. Proficient using Microsoft Office (Word, PowerPoint, Excel) and other commonly used office packages
3. Excellent interpersonal, oral and written communication skills
4. Excellent attention to detail
5. A problem-solving approach to work
6. Ability to work on your own initiative
7. Strong team player
8. Willingness to learn new skills
9. Ability to work in a changing and flexible organisation

Additional:

1. To use and support others in the use of information technology systems to carry out duties in the most efficient and effective manner.
2. To achieve and support others to achieve agreed outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
3. To undertake training and constructively take part in meetings, supervision and other events designed to improve communication and assist with the effective development of the post and post holder.
4. To be committed to the YCF's core values of service, quality, equality and empowerment and to demonstrate this commitment in the way duties are carried out.
5. To represent YCF with external agencies as and when required.

Knowledge & Experience:

- A good understanding of office administration / co-ordination skills
- An understanding of multi-agency / youth work is desirable.

Qualifications:

- Satisfactory Enhanced DBS check
- NVQ L2/3 or equivalent in office administration

Interview Date: ongoing

Start date: as soon as possible