

Job Description

Job title: Charity Administrator

Contract: One-year (with potential to move to permanent)

Location: London (E3)

Hours: 12 hours per week (over 4 days)

Salary: £25,000 per annum (pro-rata)

Reports to: Youth Engagement Manager

About Us

At YUAF we're passionate about helping young people, go places. It's our thing.

We are a small core team of creative, dynamic and talented individuals who are shaking up the industry by creating opportunities for disadvantaged young people to learn music performance and production skills, whilst addressing issues such as mental health and wellbeing. We're committed to creating safe and engaging spaces for young people, away from the streets, where they can break free from the fears and barriers they face and develop into creatives of the future.

Our activities bring innovative and creative workshops right to the doorstep of some of the most deprived communities in London via our Outreach Media Bus, a single-decker bus converted into a fully equipped, multi-media studio, and via our outreach services in schools, youth clubs and community centres across London.

We love what we do and need the right people to help us fulfil our vision, people who are full of ideas, not afraid to stand out from the pack and have an extra spring in their step.

The Role

The Charity Administrator role sits at the centre of all of our activities and is thus essential to our operations. It is, by design, a multifaceted role drawing on communications, Public Relations, business management and finance skills, with plenty of stretch opportunities and space to grow.

What You'll Support

- **Marketing and Fundraising**
 - Work with the Marketing Manager to disseminate promotional material about YUAF's Outreach Programmes to partners and our wider network. Responsibilities will include creating email updates to partners about our programmes and opportunities, managing listservs, and supporting the design of marketing collateral.
 - Prepare and post mail-outs to trusts and foundations
 - Maintain a Salesforce database of existing and new partners, funding applications and mail-outs
 - Implement a system for collecting and organising marketing content from operations, liaising with Content Creators and External Consultants where necessary.
 - Research and scope potential corporate partners in line with YUAF's strategic goal
- **Human Resourcing**
 - Support the recruitment process for new staff, including processing Disclosure and Barring Service checks; drafting and sharing employment contracts; ensuring Personal Information Forms are filled, and filing all documentation
 - Support the onboarding of new staff, including developing training schedules for Interns and Trainees; dissemination Employee Handbooks and Policies; ensuring all staff are equipped with uniforms and ID Badges, and maintaining up to date records of staff files and data in line with the General Data Protection Regulation.
 - Support the HR department to organise and prepare trainings for staff on YUAF Policies and values
- **Office Administration & Management**
 - Act as the first point of contact for external queries, including answering phone lines, responding to messages and managing YUAF's email account. Tasks will involve safeguarding passwords, responding to emails, keeping folders organised and forwarding communications to relevant focal points as required
 - Manage office resources and procurement to ensure supplies are all available and organised for easy access, replenished when required with expenses correctly tracked.
 - Support Trustees to comply with all administrative components of legal, financial, operational and reporting rules and regulations
- **Outreach Media Bus Logistics Support**
 - Maintain updated records on drivers, assisting in the recruitment, onboarding and training of new drivers when required
 - Ensure compliance with vehicle tax, insurance and emissions regulations
 - Ensure the Bus is kept in excellent working condition and fueled as needed, liaising with mechanics, depots and YUAF staff to ensure that any problems are swiftly reported and fixed
 - Maintain an Equipment Asset Log to ensure all gear is kept in excellent working condition, with any problems quickly identified and monitored.
 - Coordination of Risk Management

Person Specification - What you'll need

We are an inclusive organisation. Non-graduates are welcome, and we particularly welcome applications from BAME candidates. Please note that you must be eligible to work in the UK in order to apply.

1. Minimum 2 years of relevant experience, preferably with an Arts or Charity background
2. Excellent written and verbal communication.
3. Excellent time management and administrative skills, including numeracy.
4. Confident IT skills, including knowledge of word processing tools, PowerPoint, Excel and Google Workspace functions.
5. Knowledge of Salesforce CRM would be advantageous.
6. Appreciation of marketing and social media methods.
7. A confident, outgoing self-starter able to get along with the rest of the team.
8. Comfortable working in a remote-team environment, if required.

Sound Like You?

Do you like the sound of an unconventional career in a charity that gives you the freedom to work autonomously and challenge the norm?

If so, we'll give you every opportunity to take ownership of all you do, bring new ideas to the table and have a great time doing so.

How to Apply

Please register your interest by filling out the short application form found [here](#), attaching a copy of your CV and a Cover Letter ensuring you provide specific examples of your suitability for the role addressing each point in the person specification. Deadline is Midnight **Sunday 6th February 2022.**

PLEASE NOTE: ALL POSITIONS WITHIN YUAF ARE SUBJECT TO 2 SATISFACTORY REFERENCES, AN ENHANCED DBS CHECK, AND COMPLETION OF SAFEGUARDING TRAINING.