



## **DR EDWARDS AND BISHOP KING'S FULHAM CHARITY**

**JOB TITLE:** Administration Manager Part Time, Two days per week

**LOCATION:** Dawes Road, Fulham (with some local travel)

**SALARY:** 25 – 30k per year, pro-rata

### **INTRODUCTION**

Thank you for taking an interest in the role of Administration Manager at our charity. In order to try and give a clearer picture of what will be asked of the successful applicant, a numbered job description is provided below. This should be considered in conjunction with the Person Specification, below, which contains the criteria against which all applications will be formally evaluated.

By way of context: currently, the Charity has one member of operational staff - the Company Secretary. (The only other employee is a part-time cleaner.) The Company Secretary is also described as the Clerk to the Trustees, and is effectively the Chief Executive Officer. All of the work of the Charity is managed by the incumbent of this (CEO) post, and there is no-one to assist when throughput is high, and no-one to cover for leave of any kind.

### **SHORTLISTING AND INTERVIEWING**

Shortlisting and interviewing will be undertaken with reference to the Person Specification rather than the Job Description. What we are looking for is a willingness to fulfil these duties, once trained, and an excellent initial understanding of work of this nature, which can be tailored to our specific role. We will be looking to get a strong insight as to the skillset of each individual candidate, and to work with the successful applicant so as to make the best possible use of their knowledge and abilities, in supporting the work we do and thus helping the people of Fulham.

Jonathan Martin

(Company Secretary, Dr Edwards and Bishop King's Fulham Charity)

## **JOB DESCRIPTION:**

The Administration Manager would be expected to underpin the CEO's input, so that the two postholders would work together to manage all day to day tasks, and to plan and deliver high quality outcomes. This would require possessing (or being willing to gain) an understanding of the full range of general administrative processes (and grants management activities) to the extent of being able to meet the following requirements.

1. To underpin the grants management processes. To learn the grants management systems used by the Company Secretary, to operate them, and to help adapt them so that they offer the best possible working options.
2. To learn (and maintain) the electronic and paper filing systems used by the Company Secretary, to operate them, and help adapt them so that they offer the best possible working options. Also, to assist in managing the historical collection of documents (paper, and online) that relate to the Charity's work.
3. To be present on site 2 days per week (or equivalent hours) to take phone calls, and deal with callers. (Except where visits or external meetings are required.)
4. To manage the building, Percy Barton House, ensuring that it is run cost effectively, and is maintained as a safe and (as far as is possible) risk free environment. To assist in maximising the benefit to the charity such as arises from ownership of this building. To ensure that (both/any) staff have adequate equipment in place on site so as to be able to work quickly and efficiently.
5. To deputise for the Company Secretary, as required.
6. To provide support to the Board, and to the Company Secretary. To help in managing any potential conflict of interest situations which might arise, inclusive of maintaining a register of interests.
7. From time to time to be present at Trustee meetings. To be willing to work during the early evenings, on a small number of occasions, as required.
8. From time to time to represent the charity in meetings with external stakeholders.
9. To assist in recognizing, adopting and retaining good practice within the sector – identifying changes to working practices and legal requirements and helping to ensure that the Charity (DEBK) is always up to date and compliant.
10. From time to time to undertake other tasks, as considered necessary, to help contribute to the smooth running of the Charity.

## PERSON SPECIFICATION

Criteria	Essential	Desirable
Experience	<p>Experience of administration/office management</p> <p>Financial understanding</p>	<p>Working for small charities</p> <p>Understanding of the regulation of charities</p> <p>Understanding of inner city poverty</p> <p>Knowledge of the fundraising role of voluntary organisations</p> <p>Ability to maintain good relations with Trustees</p>
Personal	<p>Good computer and database skills. In depth knowledge of 'Office' software, particularly Excel</p> <p>Good organisational skills with regard to detail and working on a variety of tasks at a time</p> <p>Articulate and able to write well</p> <p>Able to attend occasional evening meetings</p> <p>Good 'person' skills. Able to deal with applicants who may have limited communication abilities.</p> <p>Self-sufficient and able to work alone</p>	<p>Numerate, bookkeeping experience (knowledge of Sage)</p>
Education	<p>To degree level, or comparable professional experience</p>	