



THE Joseph Rowntree
REFORM TRUST LTD

ADMINISTRATOR JOB DESCRIPTION

Reports to: Chief Executive
Hours: 0.6 fte (full time: 37.5 hrs) - will consider annualised hours
Salary: £25,000 pro rata

Responsibilities: a broad mix of administrative support to the Board, office, grant making and external activities of the Trust

Board

- Arrange Board, subcommittee, applicant and ad hoc meetings, including venues, catering and remote access where required.
- Make practical arrangements to support Directors including booking venues, catering, hotel and travel expenses.
- Compile, produce and distribute the Board mailings and other communications
- Process and record Director and Member allocations

Grants and external activities

- Provide administrative support to the grants programme, issuing offer letters, setting up payments and ensuring reports are received.
- Support keeping the grant tracker and website up to date.
- Keep the Trust's grants database accurate and up to date, running reports and optimising use including for analysis
- Provide practical support for external activities including events (venues, catering, registration, speaker queries and travel) and communications

Office

- Support the operation of the office ordering supplies, manage equipment implement day to day security and H&S procedures, trained as First Aid provider.
- Set up payments: invoices, expenses, salaries
- Maintain and develop the office filing systems and archive designated material
- Maintain contact data for effective access and mail merge, in accordance with GDPR requirements
- Provide administrative support for recruitment and induction.

- Keep up to date with IT developments recommending changes to processes and information management.
- Provide cover for other team members' absence and ad hoc administrative tasks as needed.
- Able to field telephone enquiries.

PERSON SPECIFICATION

- Excellent administrative skills, organised and efficient with a strong eye for detail
- Experience servicing Boards or committees
- Strong interpersonal skills, able to respond to enquiries, to deal with senior people, and to build and maintain positive working relationships
- Strong time management skills, ability to prioritise workload and meet deadlines (the work fluctuates in terms of pace and volume)
- Ability to self-manage effectively on a daily basis, work well as part of a team with a 'muck in' and a 'can-do' attitude
- Clear writing style and layout, able to draft and present information clearly and accurately in a variety of formats (letters, emails, reports)
- Ability to simplify and improve processes
- Database and data analysis skills
- Interest in and aptitude for supporting events organisation
- Excellent IT skills including Word, Excel, Powerpoint and Outlook
- Ability to use SAGE
- Commitment to JRRT's vision and values
- Prepared to travel occasionally

Desirable

- Experience of the not for profit sector
- Experience of a CRM or grants database (Benefactor) and producing analysis