Dear Applicant

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Caterham

Surrey

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United Kingdom

Tel: +44 (0)7852 153 938

Email: kathryn@delightcharity.org.uk

Web: www.delightcharity.org.uk

**RE: Administration Manager**

Thank you for expressing an interest in this position.

Delight is an exciting and ambitious small charity that uses immersive arts programmes and access to books to improve social and academic outcomes for children. We currently reach 4,370 children from marginalised Surrey communities.

We are forward thinking in our approach and collaborate with arts organisations, businesses and schools to co-create projects that are outstanding in content and deliver strong outcomes.  We are looking for someone who can bring energy, attention to detail and ambition to Delight and we offer a flexible working approach within a dynamic team.

Please read the information enclosed, and background information on our website, and email a CV and covering letter to: [kathryn@delightcharity.org.uk](mailto:kathryn@delightcharity.org.uk). Please submit your application as soon as possible, and **no later than 10am on Monday 25th June 2018.**

The following items are enclosed:

* Job description and outline terms and conditions
* Person specification

**Shortlisted candidates will be contacted by Tuesday 26th June 2018. Interviews will be held Monday 2nd July 2018.**

Further information about Delight is available on our website at www.delightcharity.org.uk

We look forward to receiving your application.

Yours sincerely,

**Kathryn Mills**

**CEO**

**The Role**

Administration Manager

**Salary**

£15,000 pro rata salary. Part time. 1 year fix term contract.

**Working hours**

24hrs per week/ 40 weeks per year (Surrey maintained school term dates) The 24 hours can be split over 3, 4 or 5 working days.

**Place of work**

Currently, Delight is based in Caterham, Surrey with an intended office move to take place by September. Some hours can be worked from home.

**Working practice**

Delight looks to be an accessible and adaptable employer and operates a flexi working policy, which suits a range of employment needs.

**Probation period**

3 months.

**Job Description**

**Job title: Administration Manager**

**Reporting to: CEO**

**Role**

**Delight is looking for an exeptional Administration Manager to support the team to ensure the smooth running of both the office processes and all Delight programmes.**

**The successful candidate will have a track record in administration management which will include general administration, financal processes, grant support, external communications and project management.**

This is a 1 year fixed term position. The role is 24 hours a week working during Surrey maintained school term time dates. The position starts on Monday 3rd September 2018.

**Key Responsibilities**

Finances

* Management of all finance recording processes
* Invoice management
* Liaising with accountant, HRMC and Charity commission

Office Management

* Stationary and ordering processing
* General IT support
* Calendar and meeting management
* Delight programme support

HR

* Payroll and pension management
* Employment contract management
* Safe guarding processes

Data Management

* Systems and process to manage charity data
* Logging and recording data
* Reporting from data

Policies

* Managing and reviewing policies to ensure up to date

Grant Support

* Manage grant administration for grants received ensuring all requirements are recorded and meet
* Manage a calendar of all potential grants and ensure the bid writing process is managed annually
* Manage the financial process to ensure all grants received are allocated, monitored and all measurements and tracking is captured to meet requirements

External Communications

* Manage Facebook account ensuring regular communication
* Manage website content and updates
* Deliver regular newsletters to our supporters
* Support communications to our partners

**Relationships**

**Key internal relationships**

* CEO
* Bid Writer
* Delight Arts Programme Coordinator
* Delight in Reading Coordinator

**External**

* Accountable Bodies (HMRC, Charity Commission etc)
* Accountants
* Suppliers
* Delight Arts Partners
* Delight Partner Schools
* Delight supporters
* Business and school partners

|  |
| --- |
| **Person** |

**Experience**

* At least two years’ experience working as an Administration Manager
* Experience of supporting all financial processes
* Experience of managing all offices processes including supporting different programmes of work
* Experience of managing HR processes
* Experience managing and reporting on data
* Experience with data bases and CRM systems
* External communication experience

**Knowledge**

* Understanding of financial reporting
* Understanding of policies required for good office practice
* Knowledge of technology options to support office administration
* Knowledge of effective project management skills

**Skills and Abilities**

* Strong written and verbal communication skills
* Filing and paper management skills
* Financial bookkeeping
* Strong IT skills, and the ability to use Excel to a high level
* Problem-solving and creative thinking
* Ability to work on own initiative and manage workloads

**Values and Style**

* The ability to commit to, and work within, the aims of Delight
* The desire to work both collaboratively and independently
* Positive, open minded, can-do attitude
* Importance of arts and books in education
* Sympathetic to the challenges of marginalised communities

**Whilst the following are not essential it may help to have the following**

* Degree or post graduate degree
* Degree in education or arts
* Experience working in or with small charities
* Knowledge of arts in education in the UK
* Knowledge of primary literacy teaching in the UK.
* Knowledge of issues relating to poverty and marginalised communities

**Please send a CV and covering letter to** [**kathyn@delightcharity.org.uk**](mailto:kathyn@delightcharity.org.uk)

**Application deadline 10am 25th June 2018**