

Job Description Charity Administrator

JOB TITLE: Charity Administrator
REPORTS TO: Charity Director
LOCATION: Restore Hope, Latimer Park Farm, Chesham, Bucks. HP5 1TU
HOURS: **Full Time**
Normal office hours are Mon - Fri - 8:30am - 5:30pm with occasional evenings and Saturdays
SALARY: **Up to £25,000 dependent upon experience**
BENEFITS: 30 days annual holiday (Inc. Bank Hols) 5% Pension, Life Insurance

RESTORE HOPE:

Restore Hope is a Christian Charity with a passion to see the lives of children, young people and families transformed. We are based on a 360-acre country estate near Amersham, Bucks and we seek to use the stunning location and facilities to see hope restored. We believe that hope is ultimately found in Jesus Christ and are a transformational hub who partner with churches and other organisations to run many activities and events. In order to reach even more lives we are expanding our team and looking to recruit those who share our vision. This is a key season and an exciting opportunity to work in a beautiful location and join a growing team with a passion to see lives and communities transformed.

DESCRIPTION:

Due to expansion, Restore Hope are seeking to appoint a gifted & experienced administrator for this key role within a growing charity team.

The successful candidate will be an enthusiastic and a highly organised administrator with excellent interpersonal and communication skills. They will possess a creative mind and the ability to think innovatively to solve problems and operate at a fast pace whilst ensuring accuracy. This will be demonstrated by the ability to take initiative and work independently. A capability to manage changing priorities and work to tight deadlines is also desired.

Please note that there is a genuine occupational requirement that the post holder is a committed Christian.

This varied role will be pivotal to the support of a core team and the successful candidate must be able to deal competently and professionally with all administration requirements, in particular the following experience is required:

MAIN DUTIES & RESPONSIBILITIES:

- To support and underpin the staff team through the maintenance, upkeep and development of current administrative systems, processes and procedures.
- Supporting charity activities & events, primarily by ensuring that the necessary paperwork & logistics are in place to facilitate their success
- To run basic charity accounting and bookkeeping tasks in line with systems in place (Paxton, NEST Pensions, Basic PAYE tools)

- d. Overseeing and co-ordinating the website, other online communication & the maintenance of key operational databases
- e. Overseeing the Charity Safeguarding policy and ensuring all volunteers are processed according to this
- f. To coordinate site bookings and calendared events
- g. To manage all office functions and the charity's interface with the public, including charity communications and publicity
- h. Maintaining & monitoring organisation & communication with volunteers
- i. To contribute to the prayer and worship life of the charity through leading staff devotion time and morning prayer on a regular basis

KEY SKILLS AND EXPERIENCE:

- a. A passion to see lives transformed
- b. Well-developed communication skills, high standards of written English and a good level of numeracy are all essential.
- c. Substantial administration experience within an office environment including calendar management and scheduling
- d. Full proficiency in all aspects of Microsoft Office
- e. Experience editing & updating internal databases & website
- f. Basic finance and bookkeeping ability
- g. Ability to coordinate and organise events logistics
- h. The ability to nurture and develop a volunteer team would also be advantageous
- i. Good organisation skills with attention to detail
- j. Self-motivated and able to work under pressure and to meet deadlines
- k. Discretion, reliability and trustworthy
- l. Current driving license and use of own car
- m. To be educated to degree – level or similar is preferred but not essential

APPLICATIONS:

Please apply in writing to the Charity Director by **15th July 2016** with your CV and a covering letter sharing why you would like to join Restore Hope and what you believe you would bring to this exciting role.

Graham Wakeman: info@restorehopelatimer.org