



Administrator

Job Description

Job Title:	Administrator
Tenure:	Fixed term contract. To be appointed as soon as possible, with a contract end date of 31 August 2021. Will consider self-employed contracts.
Principle relationships:	Parent-Infant Foundation staff, external stakeholders
Time Commitment:	20 hours per week (0.5 FTE). Core days are Tuesdays and either Wednesdays or Thursdays, with core hours being 10am-3pm. The rest of the hours can be worked flexibly across the rest of the week.
Salary:	£23,000 pro rated.
Location:	Home-based.

Job Summary

We are looking for a friendly, hands-on, confident and technically capable administrator with a 'can-do approach' to temporarily support our activities. The Parent-Infant Foundation is in need of additional administration support up to the end of our financial year, August 2021.

We need support running webinars, setting up project management systems, keeping databases up to date and supporting our communications activities and newsletters. We are looking for an experienced administrator with strong digital skills, particularly MS office, Eventbrite and Mailchimp, who can join our small virtual team and hit the ground running.

This is a varied role, and we are looking for someone who is highly organised with strong attention to detail and who is dynamic and flexible, and isn't afraid of identifying new more efficient ways of doing things.

Key roles and responsibilities

Administration

- Office administration: Respond to ad-hoc calls and enquiries in the charity; ensure excel databases and lists are completed and up to date; keep accurate records of the First 1001 Days Movement members; and maintain diaries of events.
- Minute taking: Provide the clerking needs to internal meetings and external meetings where requested.
- Paperwork preparation: Support the team in the preparation of documents, such as welcome packs, for internal and external use ensuring they comply with branding guidelines.

Event Management

- Webinars: Co-ordinate and manage the logistics for webinars including setting up registration systems (Eventbrite), handling enquiries, setting up zoom calls and providing support to those having technical difficulties on the calls.
- Project support: Support the team with project management, by assisting in the creation and development of project plans in excel and keeping them up to date.

Communications

- Online surveys: Assist in the creation of online surveys, using MS Office, including the design, creation, execution and presentation of the results.
- Social media: scheduling tweets and other content on social media channels as required i.e. LinkedIn posts.
- Newsletter: support the creation and despatch of our newsletters (using Mailchimp) to different audiences.

General Requirements:

- Adhere at all times to the Parent-Infant Foundation's policies and procedures.
- Ensure the effective and efficient use of the charity's resources.
- Ensure that all duties are carried out to the highest professional standard.
- Be aware of the responsibilities with regard to Health and Safety.
- Ensure that all data is handled confidentially and with regard the Data Protection Act.

This list gives examples of the type of work that is required and is not intended to be exhaustive.

Person Specification

Area	Essential	Desirable/Useful
Experience	<ul style="list-style-type: none"> • Educated to at least A level (or equivalent) with Grades A-C in GCSE (or equivalent) English and Maths • Experience in a similar role (typically at least one year) • Events management experience 	<ul style="list-style-type: none"> • Working in a charity setting • Experience of using Eventbrite and Mailchimp
Skills and Knowledge	<ul style="list-style-type: none"> • Strong planning skills including attention to detail, critical thinking, multi-tasking and problem solving. • Highly proficient and competent in Office365 packages especially Word, Powerpoint, Outlook and Excel • Proficient in using social media especially Twitter / Tweetdeck (or similar) • Capable of building project plans in excel • Able to organise and manage events / webinars 	<ul style="list-style-type: none"> • Competent in use of SharePoint
Personal Qualities	<ul style="list-style-type: none"> • Professional, courteous, friendly and helpful manner • Values diversity and difference, operates with integrity and openness • Treats others with compassion, empathy and respect • Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others • Can make improvements and see ways to increase efficiencies • Ability to work to deadlines • Flexible and adaptable • Self-motivated and able to work independently 	<ul style="list-style-type: none"> • Experience of working in a small team
Other	<ul style="list-style-type: none"> • Committed to the aims of the Parent-Infant Foundation • Willing to undertake some out of hours work • Home working experience 	



The Parent-Infant Foundation is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

Successful appointment to this post will be subject to satisfactory references.

All applicants must already be eligible to work and live in the UK.

Applications: Applicants are required to submit a CV (no more than two pages) and covering letter (no more than one page) outlining why you would be suitable for the role and how you meet the experience, skills and knowledge required. This is to be emailed to HR@parentinfantfoundation.org.uk

Closing date: Friday 7th May 2021 (we reserve the right to close the application period if we receive a high volume of interest).

Interviews: Will take place on zoom and will be arranged within one week of the closing date.