



Job summary

The new Admin Assistants will be key to success and growth of SFCF. We are looking for an individual who can display and adhere to the values that underpin the Foundation's way of working. We expect them to be Passionate, Trustworthy, Considerate, Flexible and Progressive.

You will be accountable for the welfare of children and vulnerable adults under their responsibility in line with the Foundation's Safeguarding Children and Vulnerable Adult Policy.

We also expect individuals to embrace equality, diversity, and inclusivity to facilitate a consistent, co-ordinated and embedded approach to fairness and opportunity across the Foundation.

This role will be a fixed term for an initial 6 month contract, with the potential to access further training or employment opportunities beyond this.

The Admin Assistants will assist with the day to day running of the office as well as provide general administrative and support to Managers, Foundation, and other Foundation/Club staff.

Main task:

- To assist with the day to day running of the office and keep administrative systems, processes, and databases efficient and well managed
- Provide administrative support for the Foundation and club staff where applicable
- Ensure all impact and improvement data is successfully added to set monitoring systems by inputting onto Views and keeping records up to date
- Dealing with and responding to enquiries in person, over the phone and via the internet
- Support the Foundation/Club staff in regard to HR, Safeguarding, Equality & Diversity and Health & Safety responsibilities
- The handling of sensitive information in a confidential manner

General:

- Carry out duties in accordance with all relevant company policies
- Provide quantitative and qualitative reports and any other information as required from various systems and data capture mechanisms to support the management team
- Act with utmost good faith to the Foundation, Club, and any other linked organisation
- Devote full attention and ability to the fulfilment of the duties required by the role, plus any other duties as reasonably requested by a member of the management staff
- To work closely with partner organisations, to maintain good relationships and collaborative working practices
- To work with colleagues throughout the Foundation and club to extend knowledge and skills to identify and develop best practice
- Deal with enquiries and general day-to-day liaison with customers, colleagues, and partners
- Carry out general office duties including data recording, filing, photocopying, sending, and receiving emails
- Active participation of continuing your own professional development
- To undertake such other duties, training and/or hours of work as may be reasonably required
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner always
- To safeguard and promote the welfare of all children, young people, and adults at risk
- To be vigilant and support all safety and security operations
- Promote the brand identity where possible

Essential skills, experience and qualifications

Knowledge & Experience

- Office based awards, qualifications. E.g., Customer Services (Desirable)

Skills and competencies

- A consistent team performer and able to forge excellent working relationships with team members, partners, and the general public
- Have a polite and courteous manner and a personable approach
- Energetic and forward thinking
- Confident, positive, and happy speaking / interacting with people
- Be organised and have good time management skills
- Reliable and dependable
- Close attention to detail with an ability to work under pressure
- Proficient in use of Microsoft Office systems e.g., Office, Excel, Outlook and PowerPoint or equivalent systems

Other Requirements

- A willingness to learn and develop as an individual, through CPD (essential)
- A passion for the work of the Foundation (essential)

Safeguarding

- To have due regard for safeguarding and child protection policies, including the welfare of children and young people
- All new employees are subject to DBS checks, with our safeguarding officer

Hours per week	25
Working pattern	Working days can be flexible across the entire week, it is expected that there will be the opportunity for remote working.
Hourly rate of pay	National Minimum Wage

Employability support

Kickstart participants will receive the same level of support as any other member of staff at Community Foundation. This will include, but not be limited to;

- Needs analysis, looking at areas the individual will want to develop and improve
- CPD undertaken as a mandatory element, including Safeguarding, but also awards and qualifications linked to the sector
- Regular reviews with manager
- Appraisal after 3 months
- Employability skills and job readiness coaching
- Mentor sessions
- Induction

If the role continues after the 6-month placement, the individual will receive a guaranteed interview

