**JOB DESCRIPTION**

**Job Title:** Administration and Programmes Coordinator

**Responsible to:** Chief Executive Officer

**Salary:** £22,000 - £24,000 p.a. (depending on experience) incl. London Weighting

**Hours:** Full time (37.5 hours per week) Some evening and weekend work may be required.

**Term:** 1 year contract with 3 month probation (with the possibility of Permanent Contract)

**Location:** London (office in Tooting, South West London)

Organisation Overview

Patchwork Foundation’s mission is to promote, encourage and support the active participation of young people from disadvantaged and minority communities in British democracy and civil society.

Founded in 2011, the Patchwork Foundation is a not-for-profit organisation that creates opportunities for under-represented, disadvantaged and minority communities within British society to engage

actively with politics and democracy, with the aim of producing active members of civil society. In 2018, Patchwork Foundation was registered as a charity with the Charity Commission for England and Wales.

We run several programmes and initiatives aimed at young people (18-30 years old) in order to provide them with the skills, experience and opportunity to become active members of wider society and politics. Through the programmes we seek to create individuals who are not only able to change their lives but also the people around them in their communities.

A major part of our work is executed by our 100% voluntary executive team which leads the direction of the organisations work. All our volunteers are from communities we seek to help and support, thus ensuring the work is impactful whilst being led from people whole understand the issues and what role Patchwork can play to improve British society.

Purpose:

* To support the Foundation with the delivery and implementation of its core programmes.
* Supporting the Foundation with administrative tasks and fundraising initiatives
* Supporting with event management and programme logistics

Role:

The Patchwork Foundation has an exciting opportunity to join our small yet dynamic team as an Administration and Programmes Coordinator. We are looking for a highly motivated and organised individual to support the Chief Executive Officer and wider team by leading on administrative processes and procedures, supporting with programmes delivery and assisting the foundation’s CEO. The role will provide support to the staff team and lead work in terms of organisation, administration and communication.

The Administration and Programme Coordinator will support the CEO and wider team to deliver programmes, support fundraising efforts, maintain online communication via the Foundation website and social media channels, and develop the organisation’s administrative processes. This exciting opportunity would suit someone who is organized, capable of taking on challenges and would like to learn from a dynamic team. You will have a positive 'can do’ attitude and willingness to help with varied requests. The Foundation is looking for an individual who is passionate about the organisation’s cause, willing to learn and commit long-term to the Foundation’s work.

You will be working closely with the Director of Operations and the Chief Executive Officer to support the delivery of the Foundation’s activities while leading the Foundation's administration and logistics. To support this work, you will be responsible for:

* General office administration including correspondence/communication and procurement.
* Provide administrative and operational support to the CEO, including diary management
* Manage, record and prioritise all correspondence and communications whilst developing the Foundation’s communications.
* Developing content and managing social media channels, helping to increase reach
* Updating website content
* Receiving, managing and coordinating internal and external communication
* Ensure that information storage and retrieval systems are developed, maintained and managed.
* Supporting senior staff with administrative tasks.
* Assist in preparing progress reports/papers
* Supporting with office management and stock levels
* To support the day to day management of programmes
* Support with the preparation of material for stakeholders and other externals.
* Support Charity activity and programme coordination
* Organise team meetings, training and team building activities.

It is anticipated that the role may develop in the long term as the Foundation and its work grows, but this will always be done in discussion with the post holder.

Person Specification:

|  |  |
| --- | --- |
| **Education, qualifications and Training** | **Essential / Desirable** |
| Fluent in both spoken and written English | E |
| Numerate and literate to a degree level | D |
| **Knowledge** |  |
| A basic understanding of politics and democracy | E |
| Knowledge of charity sector | D |
| Knowledge of UK political parties and their internal structures | D |
| Knowledge of underrepresented, disadvantaged and minority communities | D |
| **Experience and Skills** |  |
| Good written communication skills, and ability to adapt style to different audiences. | E |
| Able to lead and implement on ideas | E |
| Good organisational and administrative skills, with some experience in planning, timelines and logistics. | E |
| Excellent phone manner and verbal communication skills | E |
| Able to report on the work to multiple stakeholders | E |
| High level of IT skills and able to use Microsoft Office | E |
| Experience using social media including Facebook/Twitter and Instagram and enthusiasm for engaging supporters through social media channels. | E |
| Able to schedule meetings and coordinate diaries | D |
| Able to manage communications with groups or membership lists | D |
| Able to co-ordinate data and report it in a useful way | D |
| Experience of supporting volunteers and senior management | D |
| Experience of note taking during meetings and formal minutes of meetings | D |
| Experience of working with senior stakeholders (including Political Sector) | D |
| Experience of producing strategic documents and advice | D |
| Experience of promotion, design and/or marketing | D |
| Experience working with young people and supporting their development | D |
| **Personal Qualities** |  |
| Ability to maintain confidential and sensitive information | E |
| Commitment to providing a high-quality service | E |
| Values and promotes diversity | E |
| Able to work independently whilst working as a team player | E |
| Able to prioritise and manage multiple streams of work | E |
| **Values** |  |
| Desire to support disadvantaged and minority communities | E |
| Able to support volunteers, stakeholders and beneficiaries with a variation of political views or belief | E |
| Understanding, empathy and commitment to the aims and values of the Patchwork Foundation | E |

**Application Procedure**

1. Submit CV and covering letter   
   1. CV should include two referees: Please give the contact details of two people we are able to contact for references, one of whom should be your most recent employer. Please indicate your relationship to them (they should not be friends or relatives). The referees must be able to comment on your knowledge and experience and your ability to do the job you have applied for.
2. Fill out Equal Opportunities Questionnaire below and please attach when applying.
3. Email to jobs@patchworkfoundation.org.uk with subject: Application for Administration and Programmes Coordinator

Application Deadline: Friday 21st June 2019, 11:59pm

Interviews: Week commencing 1st July 2019

Appointment to role: As soon as possible

**Equal Opportunities Monitoring**

The aim of the Patchwork Foundation is to promote, encourage and support the active participation of young people from under-represented, deprived and minority communities in British democracy and civil society. Therefore, the Equal Opportunities Policy of the Foundation includes employment in that the only consideration in recruitment, training, appraisal, promotion and general treatment of employees must be how the genuine requirements of the post are met, or are likely to be met, by the person under consideration whether during the recruitment process or during their employment.

*This form is not used as part of the shortlisting or recruitment process and is used purely for monitoring*

**Name:** Click here to enter text

**Position Applied For:** Click here to enter text

|  |  |
| --- | --- |
| **Gender:** |  |
| **Does this match the gender you were assigned at birth?** |  |
| **Current Age:** | Click here to enter text |
| **Sexual Orientation:** |  |
| **Religion or Belief:** |  |
| **Disability:** Under the Disability Discrimination Act 1995, a disability is defined as; “A physical, sensory or mental condition which makes it difficult for them to carry out normal day to day activities. It must be substantial and have a long-term effect i.e. it must last or be expected to last for 12 months.”  Please indicate if you have a disability as defined above. | If Yes, please provide further detail:  Click here to enter text |
| **Ethnicity** | Click here to enter text |

Additional Information: Click here to enter text

Please sign below to confirm all details above are correct:

**Signature:**

**Print Name:** Click here to enter text

**Date:** Click here to enter text