



CAREER STARTER PROGRAMME

Employer – HoodEx

Vacancy – Administrator

Working pattern and contracted hours – 15 hpw (3 days per week)

Number of vacancies - 1

This first staff role is effectively to be the admin person at the centre of running our boxing and sports activities for young people and assisting our fundraising in the community. It's a great opportunity to make a big difference and play a significant part in the development of a much-needed charity, which aims to turn round young people at risk of offending or reoffending.

To be a key team member in a small but ambitious and growing organisation doing amazing and much needed work. To help ensure the Charity fulfils its operational and fundraising plan effectively.

Key Responsibilities:

- To take responsibility for the core admin of the charity (both service delivery and fundraising) and to support the part-time CEO, gym manager and volunteers in ensuring the smooth running of the organisation day to day
- To work with the CEO to develop and help deliver the event, challenge and community fundraising
- To ensure good record keeping and administration across the Charity, including our CRM database, and to ensure accurate and accessible systems, including on our SharePoint system
- To support marketing, including website and social media
- To provide support administration and input for volunteers and to assist with recruitment
- To help connect with the business community, developing and fostering corporate relationships
- To support the marketing manager as needed

Essential skills, experience and qualifications

- Personable and likeable, proactive
- Passionate about helping young people to turn their lives round
- Reliable and organised, people and things
- Great attention to detail
- Can do person, makes things happen
- Great work ethic, gets things done
- Flexible and adaptable, creative and dynamic
- Good IT and CRM skills
- Good Excel, and Word, PP skills
- Excellent communication skills verbally and in writing/online
- Presents well and engages people