

Administrator - job description

July 2021

The role

Oxfordshire Community Foundation (OCF) is an independent charity that has been working to improve the lives of Oxfordshire's most disadvantaged people since 1995. We do this by bringing together people with the passion, resources, and expertise to tackle the most pressing social problems facing our county. We are a leading member of the 460-strong UK Community Foundations (UKCF) movement and recognised for our management quality and innovation.

OCF is seeking a new administrator for a permanent role. We are a small, friendly team who are supportive and ambitious. The Administrator will work with the whole team to provide support across all aspects of the organisation's work. You will need to be bright, capable and keen to learn on the job. We offer generous holiday, pension and other benefits and strong potential to develop and grow in the role.

Work-life balance is important to OCF, and therefore flexible working is supported by the Foundation. An arrangement will be discussed with the Office Administration and Governance Manager and CEO on appointment. A laptop will be provided and other support if needed in order to enable this.

Accountable to: Office Administration and Governance Manager.

Key Relationships: Team, Trustees, Patrons, Presidents and other supporters and partners of OCF.

Hours: 35 per week (part time will be considered but with a preference for the hours to be spread over five days a week)

Salary and other benefits: Starting salary £19–23,000 depending on experience. 3% pension (increasing to 5% after five years). 25 days holiday plus additional time off between Christmas and New Year.

Main tasks

1. General office work to support the team including answering calls, opening and distributing the post, managing supplies and office services as well as other administrative tasks
2. Managing email inboxes for OCF, Oxfordshire Homeless Movement and others as required; sorting, replying, updating consents and forwarding as required
3. Administration, data entry and management of Salesforce records, including creating new contacts, updating details, managing and updating campaigns, memberships and consents, running reports and providing support and training to the team
4. Financial administration and processing including payment reports, supporting integration between Sage and Salesforce, online giving platforms (e.g. Enthuse), processing cheques, administration on Gift Aid
5. Marketing and communications – supporting the team with bulk emails, updating contacts, GDPR as well as social media and other comms as requested
6. Working with the grants team to ensure OCF processes operate smoothly and applications are incorporated into Salesforce, checking supporting information and documentation; following up on references, requests for clarification or further detail, producing and editing grants panel papers and monitoring and reporting as required; supporting the grants team and trustees with assessment and summaries when required
7. Fundraising and patrons – ensuring there is a clear plan for communications and updating of patrons and other potential supporters, interfacing with Salesforce and liaising with trustees and the team as required
8. Support to trustees to organise meetings, minute, prepare papers and agendas etc.

9. Support to the office team and committees to organise meetings, minute taking, prepare papers and agendas etc.
10. Other activities as required in line with the job purpose and role

Key competencies

1. Strong organisational skills and ability to manage own workload
2. Good written and spoken English sufficient to draft letters, reports and other paperwork in collaboration with others
3. Numerate with an eye for detail to ensure accurate processing of financial and other data
4. Experience of or ability to develop strong database skills in order to take on the administration of Salesforce
5. Good IT skills including the ability to set up documents, reports, presentations and spreadsheets
6. A self-starter who is keen to develop, learn and grow in the role
7. Ability to carry out basic research
8. Experience of organising meetings and events including diary coordination, invitations, compiling meeting packs, name tags, refreshments etc
9. Professional and able to represent OCF externally at receptions, meetings etc

Applications to be made to recruitment@oxfordshire.org to include a CV and cover letter of not more than two sides length setting out how you meet the Key Competencies set out above.

Deadline for Applications 9am on Monday 16th August with interviews to be held during the week of 23rd August and a preferred start date of Monday 4th October.

