

## Charity Administrator Role Description

Physics Partners is a charity dedicated to improving the life chances of young people through physics education, while helping to build the skilled workforce the UK will need in the future. We work closely with schools, teachers, technicians, and industry partners to ensure that every young person, regardless of background, has access to high-quality physics teaching.

We are seeking an organised and proactive administrator to support the delivery of our training programmes. This is a varied and rewarding role, central to ensuring the smooth running of our training calendar, communications, and events.

The postholder will work closely with schools, universities, coaches, and the wider team to coordinate training activity, maintain strong communication with stakeholders, and support the delivery of high-quality events.

This role would suit someone who enjoys administration and coordination work, takes pride in attention to detail, and is comfortable managing a range of recurring tasks and responsibilities. We are open to flexible working arrangements.

### Terms

- **Hours:** 28 hours per week (0.8 FTE), term-time equivalent working pattern comprising 39 term-time weeks and 15 flexible working days during school holidays.
- **Annual Leave:** 20 days' paid annual leave (separate statutory entitlement, normally taken during school holidays).
- **Salary:** £18,400 per year (£26,000 FTE equivalent), pro-rated and paid in equal monthly instalments over 12 months.
- **Contract:** Initial 12-month term, with the potential to become a permanent position.
- **Location:** Home-based, with travel to London 2/3 times per term for meetings.
- **Line Management:** Reports to the Chief Executive, Physics Partners.
- **Travel:** Some travel in England may be required to events, including occasional overnight stays.
- **Enhanced DBS Check:** This role is subject to an enhanced DBS check, which will be carried out by Physics Partners.

### Role responsibilities:

1. Manage the day-to-day administration of training programmes
2. Maintain and update the training calendar, both offline and online
3. Liaise with schools, universities, and coaches to ensure clear and timely communication
4. Manage the shared inbox, responding professionally and efficiently
5. Support the coordination of events, including pupil days and teacher events
6. Take minutes and produce action log at board meetings, as required
7. Maintain and update mailing lists and contact databases
8. Send out certificates to training participants
9. Distribute coach feedback following sessions

10. Attend team meetings and training events as required
11. Take and prepare board meeting minutes
12. Assist with maintaining and updating Charity Commission and Companies House records
13. Support the wider team with general administrative coordination

### **Essential Skills & Experience**

- A collaborative and supportive team player
- Excellent organisational skills with the ability to manage multiple priorities
- Comfortable with administrative and repetitive tasks
- High level of attention to detail and accuracy
- Strong written and verbal communication skills
- Confident IT skills and ability to learn new systems quickly
- Ability to work independently and manage time effectively in a remote working environment

### **Desirable**

- Experience using WordPress / Mailchimp / Eventbrite or similar
- Customer service experience
- Experience of working in or with secondary schools
- Knowledge of the STEM Education sector
- Experience supporting events, training, or programme delivery

### **Training:**

The post-holder may be required to undergo training relevant to the responsibilities above or related functions. The cost of this training and reasonable expenses will be covered by Physics Partners.

### **Application Process details:**

Please submit your CV, and a brief cover letter, saved as a PDF, outlining your suitability for the role, to [info@physicspartners.com](mailto:info@physicspartners.com). As part of your cover letter please answer the following questions:

- Why would you like to work for Physics Partners, and which part of the role responsibilities (e.g. training calendar, inbox management, school coordination, or events) do you think you would contribute to most, and why?
- What systems have you used to manage communications and databases (e.g., Mailchimp, CRM, spreadsheets)? Please be specific about what you used them for (e.g. sending newsletters, maintaining contact lists, event sign-ups, tracking attendance).

**Deadline for applications:** 11:59pm on Monday 1<sup>st</sup> June

**Interviews:** Initial interviews will be held on the 8<sup>th</sup> and 9<sup>th</sup> June.

Physics Partners is an equal opportunities employer. We welcome applications from people of all backgrounds and are committed to building a diverse and inclusive workforce.