



The Talent Foundry

# Job applicant information pack

**Finance and HR Administrator**



# Help discover talent

A message from our CEO, Jenni Anderson

All of us at The Talent Foundry believe that a young person's success should be determined by the talents and abilities they have, not where they come from.

All too often we hear from teachers in our school network that those from underserved communities are missing out on skills and development opportunities that could completely change their futures.

This is why we offer free programmes in schools which ignite and enhance a young person's confidence in the abilities that they have - and connect them to employers and industries where they can have a successful career.

Improving social mobility is a team effort, and we offer an opportunity where people from all backgrounds can thrive and contribute.

This year we've grown and expanded our work with our wonderful partners from the commercial and public sectors to reach thousands more young people develop their skills and confidence.

We know we can do more and I hope this job pack inspires you to join us.



# Our impact

**Our mission** is to increase social mobility by helping young people from underserved backgrounds discover what they are amazing at, develop valuable new employment skills, and take that first step into the world of work.

We are founded on two core beliefs, and these underpin all our work:

- **firstly**, we believe that everyone has something they can be amazing at. They just need to discover what that is, and we can help them do that.
- **secondly**, we believe that all young people deserve equal opportunities in life, regardless of their background or financial circumstances.

[You can read more about our Theory of Change on our website.](#)

This year we delivered a record-breaking 32 employability programmes working with 21 partners across England, Wales and Scotland.



# 45,792

YOUNG PEOPLE SUPPORTED

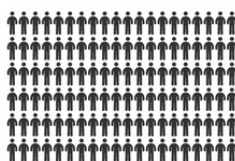
#### Sectors we supported:

Engineering, Healthcare, Rail, Finance, Professional Services, Entertainment, Technology, Construction, Retail, Sciences, Built Economy.

We are proud that our programmes are recognised by the Skills Builder Impact Accreditation

- Network Rail Track to the Future - Impact Level 4
- KPMG WorkReady - Impact Level 3
- M&G Enterprise Challenge - Impact Level 2
- The Bid Idea Workbook - Impact Level 2

## Highlights



# 1,452

industry volunteers



# 1,482

workshops delivered



...84% of workshops are in-person



4 industry nominations for our partnership work

#### Programme activities



4% intensive connections  
35% career insights and building skills  
61% lightbulb moments

# 21

- corporate ✓
- public ✓
- voluntary sector ✓
- ...partners

Active in **83%** of local authorities in England



# Our values

We believe that our **team values** are essential to achieving our mission.

Everyone on our team is:

- Passionate about the charity's vision to improve social mobility
- Motivated by team success
- Proactive in getting things done

The values of **ambition, inquisitiveness**, and **inclusivity and equity** guide us in everything we do:

We are **ambitious** for young people, our partners, and for ourselves. This means we strive to help everyone discover their talents and abilities, and support them to develop the confidence to use them.

Whether we're working with students or with each other, we believe that setting high goals and pushing ourselves to achieve them is key to success.

We are also **inquisitive**. We welcome feedback and spark discussions around how to continuously improve ourselves and our work. We're not afraid to ask questions and seek out bold new ideas, keen to learn and grow.

Finally, we are committed to **inclusivity and equity**. We believe that everyone should have equal access to opportunities and resources, regardless of their background or circumstances.

We work to create safe and welcoming spaces where everyone feels valued and respected, and to identify and address systemic barriers that prevent young people from underserved communities from achieving their full potential.



# Finance & HR Administrator

## About this role and where it sits in the team

This role will support our Head of Finance and Resources to offer an efficient and effective administrative service to The Talent Foundry colleagues, our facilitator network and external stakeholders.

You will provide finance and administration support to the Head of Finance and Resources to ensure that The Talent Foundry's financial information is accurate; that recruitment and onboarding are carried out in a timely manner; and that administration systems are well maintained.

This role is part-time, 15 hours per week, with flexibility around days or time (within the core hours of 8.30-17.30), mainly from home, with regular Team Together Days in central London.

You will work closely and collaboratively with your colleagues across programmes and school engagement to ensure accurate data input to our accounting and HR systems. While you'll be working remotely for a significant part of this role you will be talking to colleagues on a daily basis.

**Most importantly, you will help us to support young people from underserved backgrounds discover what they're amazing at.**





# Key responsibilities

## What you will be doing

You'll be an excellent administrator with accurate data input skills; someone who is experienced in using technology and processes to deliver outstanding customer service.

### Accounts

Working closely with a small team of Programme Managers and Schools Engagement Officers, you will be responsible for:

- the purchase and sales ledgers, including preparation of fortnightly payment runs via our online banking.
- Carrying out bank, credit card and business account reconciliations on a monthly basis.
- Maintaining our online filing systems to be audit ready.

### HR administration

You will:

- Provide support to the Head of Finance and Resources with the administration of the recruitment and onboarding process for TTF staff and our freelance facilitator network, ensuring that our Breathe HR system is kept up-to-date.
- Maintain the upload of recruitment information and other documentation, such as training to Breathe HR for TTF staff and our freelance facilitator network.

### General administration

- You will provide general administrative support around in-person and virtual meetings as needed.
- You will ensure confidentiality and discretion in all aspects of your work.

### Everyone in our team:

- Operates as a flexible team player and provides a high level of self-administrative support to facilitate a 'one team' approach
- Understands and complies with, all policies and procedures at TTF including Safeguarding, Health & Safety and Data Protection & GDPR responsibilities
- Supports diversity and equal opportunities for all, appreciating, and supporting the role of other professionals
- Attends and participates in TTF meetings, events, training and learning activities
- Undertakes all other duties commensurate with the level of the post as required

# Person specification

## Knowledge and skills

### Experience

- Good working knowledge of finance systems and processes for purchase and sales ledger
- Experience of reconciling financial information and resolving queries
- Accuracy and attention to detail
- Understanding the importance of meeting deadlines and achieving targets.
- General office processes
- With confidential information and GDPR
- Safer recruitment policies and processes and Enhanced DBS (desirable)

### Skills

- Strong numeracy and data skills, with fast and accurate data input
- Ability to spot mistakes quickly and rectify them
- Excellent time management
- Customer service delivery focussed with a desire to achieve targets and objectives
- Technology (inc. MS Office packages) and seeking ways to maximise IT in administration
- Problem-solving and using initiative

While it's not a criteria, we're especially interested to hear from applicants who have lived experience of some of the challenges young people face today.

It's also important to us that the people we hire do not discriminate. We believe in being inclusive and giving everyone an equal chance to succeed. Applications are welcome from all regardless of age, sex, gender identity, disability, marriage or civil partnership, pregnancy and maternity, religion or belief, race, sexual orientation, transgender status, or social economic background.

*"I learnt so much and now think I know what I want to do in the future."*

# Job details

## Salary and benefits

### Salary

£25,000 pro-rata

### Annual leave

28 days, plus Bank Holidays pro-rata

### Reports to

Head of Finance and Resources

### Hours

Part-time 15 hours per week, with flexibility across Monday to Friday

**Contract** - Permanent

### Place of work

This is a hybrid role. You will be working from home (IT equipment provided), with 2-3 individual days per month (on average, pro-rata) in London for team together days in a co-working space. These days are considered as commuting days.

### Also:

- Employee Assistance Programme
- Training and development budget
- Social activities at a team together day
- The afternoon of your birthday off (or the morning after)





# To apply

- A comprehensive CV (please include a note if you have any gaps in your employment history).
- A covering letter or personal statement outlining (max two pages):
  - Your skills and relevant experience in relation to person specification.
  - Why you believe the work of The Talent Foundry is important to young people in the underserved communities we work in.

Applications that fail to meet these criteria will automatically be discounted. We want you to have every opportunity to make the best impression - please let us know if there is anything we can do to make sure the application process works for you.

## Closing date

We are actively hiring for this role and will be interviewing successful candidates on a rolling basis in March 2024.

## Next steps

If you are shortlisted for the role, you will be invited to a virtual interview on MS Teams with the Hiring Manager. We always send interview questions out in advance. Second interviews will be in-person and reasonable travel expenses will be reimbursed.

## Safeguarding

We are committed to safeguarding and promoting the wellbeing and welfare of children and we require everyone associated with The Talent Foundry Trust, including all trustees, employees, and volunteers to share this commitment.

Successful applicants will need to undergo child protection screening appropriate to the role, including completing our Safer Recruitment process, references from past employers and Disclosure and Barring Service checks.