

Job Pack: Administrator

About DTA Wales

The Development Trusts Association Wales (DTA Wales) is an independent practitioner-based membership organisation promoting the work of, and supporting the growing network of, community enterprises in Wales. Our members are all independent not-for profit organisations who are serving their communities through a wide variety of services and initiatives.

First established in 2003, we are a small core team with increasing reach and impact as we work alongside and through our members, a large and growing pool of peer mentors, and a range of experienced partners across Wales.

Membership of DTA Wales falls into three tiers and members can access a range of services depending on their membership level. Find out more at dtawales.org.uk.

Why work for us?

By joining DTA Wales you will have the chance to effect big change. People work for us if they believe in the power of community, social enterprise and local action. An interest in policy is welcome, but a passion for practical action is paramount.

We are committed to fostering an inclusive and diverse workplace where everyone is valued. We welcome applications from individuals of all backgrounds, including underrepresented groups. Join us in making a difference for communities in Wales.

About this position and the programmes you will support.

We are seeking someone to provide administrative support for our Egin programme, and our DTA Wales Membership Services, with your time split 50/50 between the two areas of the organisation. The role will involve being a first point of contact for groups and individuals contacting us, and you will work closely with partners, mentors, facilitators, consultants and our members, as well as the wider DTA Wales staff team.

We are in the first year of a three-year programme funded by The National Lottery in partnership with our UK sister organisations - Development Trusts Association Scotland, Locality (England) and Development Trusts Association Northern Ireland. The project will support members with funded peer-learning grants, specialist networking opportunities, regional events, and leadership development.

Egin is a seven-year programme funded by The National Lottery Community Fund, which began

in 2023 and runs in partnership with Co-Production Labs Wales, Severn Wye Energy Agency, the Ethnic Youth Support Team and others. It aims to unlock the collective power of communities in Wales to take their first steps towards tackling climate change and living more sustainably - especially those who are the most likely to be affected by climate change.

The word "Egin" means shoots or sprouts in Welsh, and the aim is to help new ideas to generate and take root, empowering communities to come together and talk about the changes they want to see. Our main focus is groups who might not normally feel included in conversations around climate and sustainability yet may be the most impacted by climate change. Read more at www.egin.org.uk.

DTA Wales runs a number of other projects and programmes alongside supporting our members, including the Community Ownership Fund, Net Zero, Social Business Wales and the Energy Action Group.

Job Description

Job title Administrator (Egin & Membership)

Reporting to Membership Services Manager

Summary of role To provide administrative support for our Egin programme, and our DTA Wales Membership Services, with your time split 50/50 between the two areas of the organisation. The role will involve being a first point of contact for groups and individuals contacting us, and you will work closely with partners, mentors, facilitators, consultants and our members, as well as the wider DTA Wales staff team.

Pay rate £23,000 - £24,500 pa (FTE)

Days per week 3 days per week (0.6 FTE)

Term of employment Permanent

Hours of work 7 hours per day (21 hours per week), worked flexibly by negotiation with line managers and with Thursdays as a core day. Occasional working at evenings and over weekends may be required to meet the needs of the role.

Job location This role is home-based, with the option to work from 'local to you' office hub - anywhere within Wales or within easy reach of Wales is supported.

DTA Wales retains a Cardiff office, with smaller groupings of staff around Newtown and Machynlleth.

Travel expectations (work base) We retain the expectation for you to travel to a DTA office or meeting place as part of a DTA team on a semi-regular basis as reasonably required by the role. Travel costs will be reimbursed, and we prioritise use of public transport wherever possible.

Travel expectations (role delivery) Travel around Wales with an occasional overnight stay to support events and team gatherings is expected a few times a year. Travel costs will be reimbursed.

Roles / responsibilities Reviewing, updating and then administering a range of office systems in support of our programme delivery, to include accurate data entry and record keeping, purchase and payment record keeping, and answering enquiries by phone and e-mail.

Providing secretarial and administrative support where required including word processing, diary and travel management etc.

Making contact with community groups and DTA members to gain feedback and make them aware of the support that DTA Wales can offer.

Handle and process day-to-day administration and paperwork, including invoices, membership sign ups, agreements, contracts, payment claims and other paperwork promptly and reliably. Where necessary, to follow-up outstanding agreements, contracts, payment claims proactively.

Assist in the production of reports to and minutes of meetings with steering groups, funders, clients and partners and where appropriate attend meetings alongside other DTA staff.

To support the creation and administration of internal databases, filing systems and contact records.

Provide administrative support to our Finance Manager as required via maintenance of bookkeeping systems and records. Full training in this can be provided.

Person specification

Essential At least two years' experience in a similar administration and support role or capacity (can be from any sector).

High degree of organisational skills and ability to work flexibly and with initiative when required. Good inter-personal skills and experience of working in a small team.

Excellent verbal and written communication skills and a clear, approachable and friendly telephone manner.

High level of competency in MS Office – including Word, Excel, Teams, PowerPoint, Outlook Email and Calendar and Internet Explorer.

Excellent written skills, with the ability to draft accurate correspondence, reports and meeting minutes. Accurate typing skills and ability to produce reports and basic spreadsheets to meet deadlines.

Good time management and prioritisation skills, with experience of lone/ home working and demonstratable self-motivation.

Ability to manage own workload and to work to deadlines without close supervision.

Fluent in Welsh, or a commitment to learn and improve.

A strong interest or affinity for both the power of community and awareness of the challenges of climate change. Whilst direct experience is beneficial it is not essential, however affinity and awareness need to be evident.

Desirable Experience within a third sector or community-focused organisation.

Experience of bookkeeping procedures (invoices and payments, recording income and expenditure).

Experience of event, meeting or conference organisation.

Marketing and communications skills

Familiarity with common IT systems and software.

KEY DATES

Closing date for applications Midday, Thursday October 10th 2024

Interview / selection day October 16th or 17th 2024

Anticipated start date As soon as possible