



Job title: Office Administrator

Line managed by: Young Hammersmith & Fulham Foundation CEO

Salary: £30,000 per annum FTE, pro-rata to 20 hours per week.

Hours: 20 hours per week (flexible for this role to be performed over three to five days per week)

Location: Lyric Hammersmith Theatre and Hammersmith & Fulham (Remote working is possible for a proportion of the hours)

Contract: Permanent

Start date: Negotiable

The Role:

This is an exciting opportunity to join Young Hammersmith & Fulham Foundation as we look to strengthen our administration capabilities and enable the organisation to continue its development.

This role primarily supports the organisation's and team's day-to-day operations and administrative functions. This role will help the office run smoothly, with some light PA duties to support the CEO's diary management and Board meetings.

Job description

HR

- Administration of all recruitment tasks, including advertising of roles and contact with candidates
- Administration of all tasks related to new starters and leavers
- Holiday and sickness tracking
- HR policy and procedure maintenance
- Managing office supplies and inventory
- Scheduling and coordinating meetings and appointments.
- Handling correspondence, including emails and phone calls.
- Maintaining office equipment and coordinating repairs or replacements.
- Supporting the team with administrative tasks

Finance

- Assisting with basic bookkeeping tasks, including uploading evidence of spending
- Authorising payments on our banking system
- Supporting the team's expense claims

Admin

- Supporting the CEO's diary and task management
- Assist in co-ordinating Board meetings



Personal specification

- Experience of being employed in a similar role for at least two years
- Excellent written and verbal communication
- Proactive with the ability to troubleshoot and plan ahead
- Effective organisational skills and ability to work across multiple workstreams at once
- Strong attention to detail and accuracy
- IT skills with experience working with MS Office applications
- You'll have the interpersonal skills to work well in a small team and independently
- You'll promote equality and value diversity in all working relationships.
- You will share our Values and Principles and be committed to supporting children and young people through our membership.

Desirable

- Experience in taking and collating board papers
- Experience of working with QuickBooks
- Local knowledge of Hammersmith and Fulham or the charity sector

Benefits

- 7% Employer's pension contributions
- Travel and Hospitality Expenses
- Work Phone
- Death in Service payment of three times your salary
- Cycle to Work Scheme
- Tech Scheme for discounted purchases of new personal laptops/smartphones
- Optional one-to-one external support to help with personal progression and development.
- Occasional team lunches and away days activities

Key internal relationships

- CEO
- Communications and Marketing Manager
- Relationships and Grants Manager
- Membership Engagement Manager
- Trustees
- Finance and HR consultant

Key external relationships

- Membership organisations of Young Hammersmith & Fulham Foundation, which includes charities, social enterprises, and sole traders
- Local authority – Hammersmith and Fulham Council
- Corporate Partnerships
- Funders of the charity



More about Young Hammersmith and Fulham Foundation

* Our **vision** is to make Hammersmith & Fulham the best place in London to be a young person

* Our **mission** is to support our Membership to provide meaningful and memorable opportunities for young people

The Young Hammersmith and Fulham Foundation is a membership charity dedicated to supporting young people and children's voluntary organisations in our borough.

Our commitment extends to over 100 organisations, providing exclusive member-only grants, funding support, targeted training, and various other opportunities. Our free membership scheme benefits voluntary organisations supporting children, young people, and their families in the boroughs of Hammersmith and Fulham.

We do this by:

- Securing funding for organisations to work in partnership
- Grant Giving for projects and funds given directly to young people
- Capacity development through the delivery of networking, training and qualifications
- Campaigning for the rights of children and young people

Our Values

- **Accountability:** The organisation takes responsibility for using resources efficiently to achieve measured results
- **Ambition:** To make informed partnerships and cooperation central to all our activity with the expectation to set aspirational but realistic goals; we are committed to improving the quality of all our activities and the relationships that underpin them
- **Collaboration:** We respect and value others and understand diversity is a strength
- **Creativity:** As an intelligence-led organisation, we are open to innovation and new ideas; we welcome change, avoiding risk aversion, so we can, alongside partners, develop sustainable solutions for young people
- **Integrity:** We look to operate to the highest standards of individual, group, and organisational honesty and behaviours, consistently acting in the best interests of children and young people

Our Principles

- Bring organisations working with people together on equal terms.
- Celebrate the cultural identity of youth organisations and young people
- Promote local development and ownership of youth provision
- Work collaboratively to build the foundations for community involvement
- Dedication to continuing participatory review and evaluation, which includes regular feedback from all stakeholders, to establish the effectiveness of our action



Process

We may conduct interviews as suitable applications are received, and the Young Hammersmith & Fulham Foundation will close this job opportunity when a candidate is offered the position.

Candidates must submit CVs with a Cover letter to be considered.

You will have to undertake a DBS disclosure before employment.

You will have to provide two references before starting employment.