



Senior Administrator Recruitment Information



Closing Date: 9.00am Monday 18th February 2019

Interview Date: Tuesday 26th February 2019

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www.sirjohnfisherfoundation.org.uk

Introducing Sir John Fisher Foundation

We are delighted that you are interested in the role of Senior Administrator for the Sir John Fisher Foundation.

The Sir John Fisher Foundation is a charitable trust (UK registered charity number 277844), established in 1980 by Sir John and Lady Maria Fisher. The Foundation's objective is to distribute its income to charitable causes, throughout the UK, but with special regard to those based in and working for the benefit of people living in the Furness Peninsula. The Foundation is run by Trustees, currently seven in number, assisted by the Executive Officer.

The Foundation supports charitable causes particularly in the six categories of Maritime, Medical and Disability, Education, Music, Arts and Community projects in Barrow-in-Furness, the Furness Peninsula and the South Lakes.

As well as having a very active business career, Sir John took an interest in the affairs of the people of Barrow in Furness and the South Lakes, and he and Lady Maria contributed to local and national charitable causes. Sir John gave a substantial proportion of his shares in James Fisher and Sons plc to The Foundation, so it could strive to continue that charitable tradition.

Your Role

Your role of Senior Administrator is a part time permanent position working between 16 and 24 hours per week. There may be scope to increase those hours.

As Senior Administrator you will support the Executive Officer to deliver the operational activity of the Foundation. The Executive Officer will be out and about meeting stakeholders and grant recipients much of the time, so this role will suit someone who would enjoy working on their own and using their own initiative. It is just a small team, you and the Executive Officer.

You will provide administration support for the entire grant process which means you will liaise with applicants, deal with telephone and email enquiries, maintain accurate records, undertake

the administration associated with the grant application process and assist in preparing support papers and reports for trustee meetings.

Your Workplace

The Sir John Fisher Foundation is based in an office at Hart Jackson Solicitors, New Market Street, Ulverston. You will share an office with the Executive Officer. Hart Jackson's Office has a receptionist who will greet visitors to the Sir John Fisher Foundation.

How to apply and the selection process

The recruitment for this post is being managed by Cath Dutton of People Junction. If you have any questions about the role or the application process, please email cath@peoplejunction.co.uk or telephone 015395 92153.

Please send your CV with a covering letter that explains how you meet the essential qualification, experience, skills and qualities outlined in the Job Specification. Your CV and covering letter should be sent by one of the following methods:

Email: cath@peoplejunction.co.uk

Post: Cath Dutton, People Junction, Suite 2, The MintWorks, 124 Highgate, Kendal, Cumbria, LA9 4HE

Deadline for receipt of applications

This vacancy closes 9am on Monday 18th February 2019.

Interviews

Interviews will be held on Tuesday 26th February 2019

We welcome your application and wish you every success with it.

David Dawson, Executive Officer

Job Description

Job Title:	Senior Administrator
Salary:	£20,000 - £22,000 pro rata depending on experience
Reporting to:	Executive Officer

Purpose and Key Objectives

As the Senior Administrator you will provide administration support to the Executive Officer for the Foundation. You will be responsible for dealing with enquiries to the Sir John Fisher Foundation, undertaking the administration duties and ensuring all records are maintained accurately and compliant with Charities legislation.

Key Responsibilities

1. Deal with incoming grant applications, acknowledging receipt, logging them on the tracking system and sharing details with the Executive Officer, ensuring all enquiries and applications are dealt with efficiently and with courtesy
2. Support the Executive Officer in ensuring the Foundation fulfils its legal, statutory, regulatory and risk management responsibilities
3. Support the Executive Officer by organising and preparing for all Trustee and other meetings and by preparing the appropriate reports to the Trustees in advance of their meetings
4. Take minutes at the Trustee meetings and any additional meetings as required, ensure they are an accurate record and once approved distributed within the agreed timeframe
5. Where required and appropriate provide support and advice to applicants at all stages of the grant application process
6. Support the Executive Officer to implement the decisions made at the trustee meetings by preparing the relevant paperwork and logging details on the tracking system.
7. Ensure financial procedures, policies and reports are effectively undertaken on a day to day basis and are fully compliant with charitable legislation
8. Support the Executive Officer by preparing reports for trustees on key financial data including grant distribution, cashflow, forward commitments and administrative budget
9. Maintain the website and the Foundation's social media channels so that they are accurate and up to date.

This job description outlines the principal responsibilities and duties of the post holder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post and which arise out of changes of legislation, regulations, orders, rules and working practices, methods and procedures and reviews, as directed from time to time.

Additional Information

The post is part-time (16-24 hours per week) ideally in the office three to four days a week. There may be an occasional need for evening, weekend working depending on the Foundation's needs and periods of more intensive work prior to the, currently, twice yearly Trustees' meetings. This will be planned as much in advance as possible. The salary will be based on the anticipated hours for the post but subject to adjustment.

Office Location

Hart Jackson Solicitors, New Market Street, Ulverston.

Health and Safety

The post holder is required to carry out the duties in accordance with Health and Safety policies and procedures.

Person Specification

ESSENTIAL	DESIRABLE
Qualifications	
<ul style="list-style-type: none"> ▪ 5 GCSEs A-C including maths and English 	<ul style="list-style-type: none"> ▪ Degree in appropriate subject ▪ Recognised IT/CRM qualification
Experience	
<ul style="list-style-type: none"> ▪ High level administrative, personal assistant and customer relationship skills ▪ Evidence of working successfully to tight deadlines 	<ul style="list-style-type: none"> ▪ Experience of working in a sensitive environment and able to work with a wide range of partners with differing priorities ▪ Experience of undertaking research ▪ Experience of working with confidential material
Skills	
<ul style="list-style-type: none"> ▪ Use of Word, Excel, Powerpoint at intermediate level ▪ Numeracy ▪ Effective interpersonal and communication skills ▪ Excellent written skills with the ability to draft professional documents as well as informal internal communications which reflect the culture and values of the Foundation ▪ Ability to work on own initiative, problem solve, make decisions and think logically ▪ Excellent attention to detail ▪ Ability to capture action points and take accurate minutes of meetings. ▪ Well organised, with the ability to manage multiple projects as well as ad hoc responsive tasks, balancing a range of priorities and deadlines ▪ Ability to prepare reports to Trustees and stakeholders 	<ul style="list-style-type: none"> ▪ Experience in developing and managing CRM databases ▪ Experience of planning and managing events ▪
Qualities	
<ul style="list-style-type: none"> ▪ A desire to understand the Foundation, its mission and values ▪ Hardworking and confident with the ability to cope with the challenges of this role ▪ Capable, flexible, motivated team player ▪ Committed to providing a service that makes a difference ▪ Enthusiastic, approachable and a quick learner with an openness to new ideas ▪ Resilient, calm and professional under pressure ▪ Self-starter who will 'own' their area of responsibility ▪ Tactful, diplomatic and assertive when dealing with challenging situations ▪ Ability to manage own professional and personal development and willingness to learn ▪ Commitment to Equal Opportunities, Cultural Diversity and excellent customer service 	