

Job Title:	Administration Coordinator	Location:	Hybrid, working from home and in Colchester
Hours:	14 hours/week, spread over a minimum of 3 weekdays and an occasional evening, Saturday or Sunday for an event or a trustees' meeting.	Position Type:	Part-time
Salary:	£9,854.46 (£13.50 per hour) <i>FTE 37.5 hours = £26,395.88</i>	Responsible to:	Chief Executive

NB. Closing Date for applications: Monday 20th January 2025

Job Purpose

This part-time role will be based primarily at Bethany Place, our hub house (with some home-working), providing supported accommodation for vulnerable young homeless people aged 16-25.

The Administration Coordinator is a key role at Korban, integral to the team and assisting the Chief Executive, enabling the fulfilment of our vision and mission. They will ensure appropriate IT infrastructure and processes are in place for financial accounting, payroll, and elements of HR administration. The role involves organising occasional fundraising initiatives, and developing and maintaining relationships with a variety of stakeholders, including prayer supporters, financial donors, churches, contractors, volunteers and trustees.

Job Description

ROLE AND RESPONSIBILITIES

Administration

- Responsible for managing all financial transactions, including recording and banking all income, monthly bank reconciliations, maintaining gift aid records, issuing invoices, and tracking payments received
- Assist with the preparation for trustees' meetings (5-6 per year), including minute taking and resulting actions, preparing financial reports including analysis, and year end accounts for independent examination
- Manage payroll and the pension scheme, including arranging payment of salaries, on call, expense claims, invoices, HMRC and maintaining PAYE records
- Prepare newsletters using the mailchimp platform, maintain the database of supporter details, and on occasion to write, schedule and post social media for the charity, including using Facebook and Twitter and assisting the Chief Executive in creating newsletters with the Mailchimp platform
- Identify opportunities and implement solutions to improve administration
- Oversee and develop supporter relations incl individuals (prayer and finance), churches and other stakeholders
- To plan, organise and assist with fundraising initiatives, events and the AGM
- Assist with recruitment and the induction process for potential employees and trustees
- Maintain and update the Korban website using the Wix website platform and dealing with online donations
- Order stationery, equipment and materials necessary to ensure the smooth running of the charity

House Security, Health & Safety and wellbeing

- Comply with all of Korban's risk management procedures and Health & Safety law

General

- Promote the work of Korban and represent the charity well on all occasions
- Produce occasional written articles and updates as required
- Undertake any training opportunities necessary to develop good working practice
- Complete financial and payment systems, where relevant, in line with Korban financial policy and procedures
- Comply with all relevant Korban policies and procedures including safeguarding and GDPR as well as general Health and Safety duties and responsibilities, set out in the charity's Health and Safety Policy
- Apply equal opportunities and anti-discriminatory practice at all times

WHAT WE ARE LOOKING FOR FROM YOU – PERSON SPECIFICATION

Essential:

- Excellent time management and ability to prioritise and self-manage tasks.
- Excellent interpersonal skills including verbal and written communication; able to supply reports as required
- Good literacy, numeracy and IT skills including experience of using spreadsheets, databases and cloud based applications, and the ability to maintain concise and accurate records in line with GDPR
- Experience of supporting a team with administrative and financial tasks
- Experience of financial management incl HMRC Gift-Aid reclaim, PAYE and payroll
- Experience of organising events
- Commitment to working in a manner which promotes diversity, equality and inclusion
- Effective collaborative working with a range of partners and volunteers
- Willingness to reflect on own practices for ongoing learning and development
- Willingness to uphold Korban's Christian ethos and values, and sympathetic to the Christian background

Desirable:

- An understanding of working with homeless and vulnerable people in crisis
- Creative thinking and an interest in implementing new initiatives for efficiency
- Relevant experience in promotion and marketing of a charitable organisation
- A good understanding of professional boundaries and ability to maintain them within a family-type culture
- Full clean driving licence

ADDITIONAL NOTES

- This post is subject to a satisfactory enhanced DBS check as it will involve working on site with vulnerable young people and adults
- This job description is a statement of requirements at the time of writing and although it will be part of the contract, it should not be seen as precluding future changes after appointment to this role