

TransformShoreditch Administrator

Job Description

Salary

£18,000-£25,000 pro rata

Accountable to

TransformShoreditch Director

Working Hours

25-35 hours (flexible to be agreed)

Responsible for

None

About Us

TransformUK was birthed from a local East London church, Shoreditch Tabernacle Baptist Church (STBC). TransformShoreditch is the pilot project of TransformUK and is a partnership between STBC and TransformUK. The project serves the community of East London by delivering a range of projects for families, those who are vulnerable and young people.

We are motivated by following the example Jesus gave us to love our neighbours and serve the poor and needy in our society. We look to demonstrate Gods love in real, practical, transformational ways. We do this using an inclusive approach with anyone being able to join the movement to bring about transformational love from any faith background or none. We do not deliver religious programmes, we simply demonstrate love in ways that actually make a difference; excellent programmes delivered by exceptional staff!

We believe that love can transform every individual and the communities they are in, no matter what circumstances and challenges they face. We call this 'Transformational Love'. We have established the following programmes to tackle disadvantage and disengagement so that every individual can experience genuine love and real positive change to their life circumstances and we have seen incredible examples of this in the last few years.

TransformCommunities; a range of community projects responding to local need in partnership with local churches - tackling poverty at the grassroots.

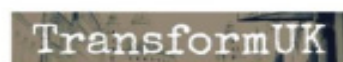
TransformEducation; high quality alternative provision and interventions - improving life chances for the most disengaged

TransformEnterprises; establishing local community enterprises & international partnership projects - creating real employment opportunities

TransformShoreditch is in an exciting time of growth, in fact, we often are due to the fast paced and ever changing nature of how we work! With our education programmes for some of the most disengaged and disadvantaged students in East London our ever growing youth club provision, our



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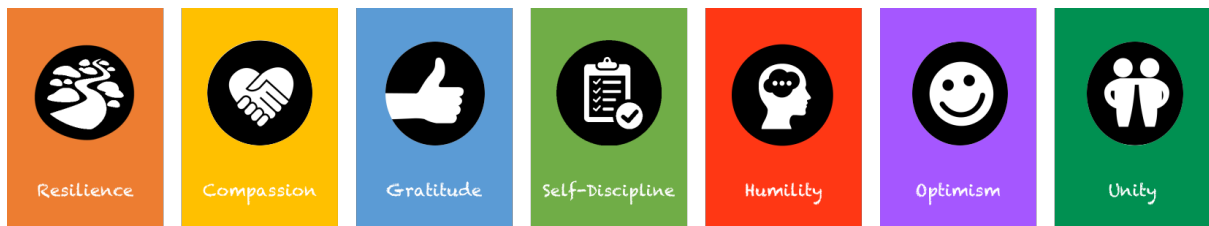

"Bringing transformational love to our local community"






new music studio, projects for those who are homeless, vision to develop new initiatives and our awesome space we are now in need of a fantastic person to help organise us! We have secured various contracts and funding which require support with monitoring and reporting and we are keen to release capacity of our delivery team by improving the administration support.

All of our programmes aim to raise emotional and social intelligence and, where appropriate, are underpinned by our Character Education Framework which aims to develop the below Character Strengths. We encourage our staff, volunteers and all project participants to develop in these behaviours and attitudes and to not only own any past struggles or adversity but use these to propel their future success!



About The Role

This role has a primary aim of supporting the TransformShoreditch Director and the TransformShoreditch team in ensuring the smooth operations of our Education, Community and Enterprise Projects. You will implement systems and processes to ensure that the team and the Director are supported as best as possible. You will support with operational tasks of TransformShoreditch's programme delivery such as food orders, petty cash and programme preparation and planning as well as in strategic priorities of the Director where appropriate.

Main responsibilities

You will work closely with the TransformShoreditch Director and the Creative Programmes and Education Manager to support the overall operational and administrative work of our projects and programmes.

This includes:

- Ordering food online
- Helping to develop and design resources for projects as directed by the team

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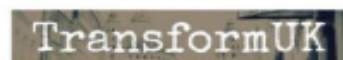
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- Ordering resources, stationary and equipment
- Overseeing the finances and petty cash admin for our projects
- Booking trips and events
- Supporting with contract management and evidence collection for contracts
- Developing and implementing systems in collaboration with the team
- Inputting of attendance data onto database for our projects
- Inputting of general information and project participany data on projects
- Ensuring support with administration for various contracts and monitoring
- Help to identify suitable funding streams
- Support with collating data
- Support with the writing of funding applications/reports
- Contribute to the attainment of quality marks and standards where required
- Develop and oversee data reporting and monitoring systems
- Support with management of funding contracts ensuring all outcomes are met, appropriately evidenced and reported on
- Support with design and implementation of policies
- Contribute to organisational internal and external reports
- Support with marketing by helping to produce documents, posting on social media where appropriate etc
- Play an active role in the day to day operations of TransformUK communicating lovingly to other staff, volunteers and project participants

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- Show intentionality in getting to know all TransformShoreditch projects and partners (particularly Shoreditch Tab Church and engaging in evening/weekend events where possible)
- Liaise as appropriate with other professionals, where necessary.
- Attend and participate actively in meetings as required, including parents'/carers' evenings and CPD events.
- Implement all necessary policies, procedures and risk assessments
- Demonstrate a commitment to own continuing professional development, through participation in appropriate training and development.
- Maintain awareness of and comply with all relevant policies and procedures – particularly any matters relating to Confidentiality, Safeguarding, Health & Safety or Equal Opportunities.
- Undertake any additional duties or responsibilities, commensurate with the scope and grade of the post, as reasonably directed by the Director.

About You

Qualifications

1. Educated to GCSE level or equivalent

Experience

2. Proven experience of ability to use Microsoft Office – with particular knowledge of excel spreadsheets and pivot tables
3. Proven experience of using systems to manage data
4. Proven experience of on-going commitment to own Continuing Professional Development.
5. Proven experience of successful team working
6. Proven experience of completing administration tasks – calendar management, ability to implement systems etc

Knowledge and Understanding

7. Understanding of and commitment to the TransformUK vision and ethos to bring 'transformational love to the poorest parts of the UK'.
8. Understanding of partnership model of TransformShoreditch and the importance of our partnership with STBC
9. Compassionate towards the needs of students, families and young people at TransformShoreditch as well as those who are vulnerable- homeless and/or elderly or facing other barriers
10. Understanding of working with people to capture data for systems and reports

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- 11. Understanding of effective strategies for reporting
- 12. Understanding of the importance of adhering to policies and procedures in place
- 13. Understanding of the need for and commitment to flexible working across the whole staff team

Skills and Qualities

- 14. Effective communication and great character
- 15. Strong interpersonal and relationship building skills
- 16. Organised and structured approach to completing tasks
- 17. Good level of Microsoft Office skills and other databases
- 18. A positive attitude to work and life with a sense of humour
- 19. Proactive engagement in developing Character Strengths as defined in our framework (optimism, humility, self-discipline, gratitude, resilience, unity, compassion).

We are extremely flexible in the way we work and are keen to hear from a diverse range of candidates so please do get in touch if you would like to ask any questions regarding the role or application process. You can contact Dominy Roe, our Director by emailing dominyroe@transformuk.org.uk

DEADLINE: 5PM Friday 22nd November 2019

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