

## The CSJ Foundation – Job Description

### Administrative Officer

<b>Job Title:</b>	Administrative Officer
<b>Reporting To:</b>	Managing Director
<b>Contract Type:</b>	Permanent
<b>Location:</b>	Westminster, London
<b>Salary:</b>	Dependent on experience
<b>Apply:</b>	Please read the job description in full. If you feel you qualify for the role, please send your CV and a covering letter <i>outlining your ambition for the role in no more than 400 words</i> to <a href="mailto:recruitment@centreforsocialjustice.org.uk">recruitment@centreforsocialjustice.org.uk</a>

### THE ORGANISATION

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The CSJ Foundation (CSJF) is dedicated to fighting and reversing poverty at the local and national level. Our unique approach bridges charity, philanthropy, and public policy. We connect philanthropists with impactful grassroots charities, as well as connecting proven poverty fighting strategies with national policy makers.

Sitting at the heart of this work is our CSJ Alliance – a unique group of charities, social enterprises and other grass-roots organisations that work with individuals facing some of the most challenging and complex social problems. These small and medium-sized charities spread across the country have a wealth of knowledge and knowhow about the best way to prevent poverty.

We want national decisions about poverty to consider the full picture and so we connect frontline poverty-fighting experts with Westminster policy makers. We also want these frontline organisations to thrive, so we connect them to philanthropists who are eager to invest in Britain’s very best small and medium sized poverty-fighting organisations.

## THE ROLE

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The CSJ Foundation is looking to appoint an Administrative Officer to support with the provision of management and administration services to the charities and donors its works with, and to assist with their charitable giving.

The successful candidate will have exceptional organisation and communication skills, will be confident in managing relationships with key stakeholders and will be willing to work flexibly to meet the needs of a varied and dynamic role.

This is a full-time role, but hours may be negotiated for the right candidate.

## THE PERSON

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### Experience and skills

- Previous experience of working in an administrative role
- IT literate and proficient in Microsoft Office. Experience of working with databases desirable.
- Able to develop and maintain robust systems and processes
- Strong organisational skills with the ability to work well on multiple tasks, to short deadlines and under pressure.
- Excellent communication skills: the ability to communicate clearly and appropriately over the phone, in writing, and face-to-face, especially with senior people
- Ability to manage complex and confidential information with absolute discretion and a high degree of personal integrity
- A commitment to excellence and high standards of professionalism with an exceptional work ethic
- Ability to manage social media
- Knowledge and understanding of the voluntary sector

### Personal Attributes

- Committed to the aims and values of the CSJ Foundation
- Self-motivated, task oriented, and solutions focussed. Able to spot opportunities for improvements and drive activity forward.
- Able to build trust and strong relationships with colleagues, Board members, and external stakeholders.
- Strong team player, good sense of fun; humble, willing to let others take the credit.
- Consistently performs at a high level, strong attention to detail.
- Flexibility and a willingness to help out, no matter what the task.
- Comfortable around very senior figures.

## MAIN RESPONSIBILITIES

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Responsibilities for this post will include, but will not necessarily be limited to:

- Charitable Management and Administration:
  - Monitor and manage the post, phone and inboxes, including responding to correspondence and dealing with queries as required.
  - Maintain and update websites and social media as required
  - Act as point of contact for Trustees, communicating on donations, grant giving and other operational aspects
  - Assist with events management for key events on an ad hoc basis
  - Support with governance functions, including planning for Board Meetings by preparing for and scheduling meetings, issuing papers, and taking minutes
  - Use the grants database to accurately record financial and payments data
  - Work closely with the finance team to ensure the accurate recording of other receipts and payments and support the financial administration of charitable giving
  - Ensure appropriate insurance cover is in place
  - Ensure policies and systems are in place to minimise risk and ensure efficient working
  - Ensuring compliance with laws and regulations, including management of risk registers
  
- Grants Administration:
  - Maintain the grants database for all grant applications and funding programmes
  - Deal with email and telephone enquiries from applicants
  - Produce grants reports from the database as required
  - To perform initial checks for eligibility of grant applicants across all grant programmes and take part in other elements of assessment as directed by the grants team
  - Ensure relevant documentation has been received with applications and subsequent progress reports and receipts from applicants
  - To collate and distribute documents for Grants Committee meetings
  - To provide support including processing grant awards, confirming receipt of funds, and liaising with the Finance Team
  - Ensure grants are monitored in line with agreed processes, including receipt and review of progress reports and collating impact data.
  
- Research support:
  - Assist in the preparation and compilation of reports and statistics for various stakeholders including grant committees and senior management.
  - Work with the grants team to ensure that impact stories, grant listings, and grants data are up to date on relevant websites.
  - Research and input relevant frontline stories from the grants portfolio to support CSJ policy work
  
- Other:

- Be an ambassador for the work of the Foundation by demonstrating its values and championing small to medium sized charities
  - Work closely with other members of the team to ensure that the Foundation achieves excellence in grant-making and all its operational aspects.
  - Carry out other associated duties, which may arise, develop, or be assigned, in line with the scale and general nature of the post.
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