



## **Hammersmith United Charities**

### **Administrator; projects and events (job share)**

**£29000 pro rata plus pension contribution**

**Initial 18 month contract to December 2018.**

#### **About the charity**

Hammersmith United Charities celebrates its 400<sup>th</sup> anniversary in 2018. Its principal activities are the provision of sheltered housing for older people with a connection to the local area and a grants programme distributing £350,000 of grants to local organisations working to alleviate “need” in the eight Northern wards of the Borough of Hammersmith and Fulham.

You can read more about our work here [www.hamunitedcharities.com](http://www.hamunitedcharities.com)

#### **About the post**

The post is offered as a job share. We are looking for someone to work 17.5 hours per week spread across Monday, Thursday and Friday. The role is interesting and varied and will have a significant component focused on marking our 400<sup>th</sup> birthday across the year in 2018. We will review the role at the end of that year – hence the initial 18 month contract.

#### **How to apply**

Please send a CV together with a covering letter explaining how you meet the person specification to [jobs@hamunitedcharities.com](mailto:jobs@hamunitedcharities.com) by midnight on Sunday 20 August. Please include details of any notice period and contact details for two referees indicating whether you are happy for us to contact them before interview. Please also give details of any dates when you will be unavailable for interview from 21 August to end of August.

## Job Description



<b>Title:</b>	Administrator; Projects and Events (Job share)
<b>Reporting to:</b>	Chief executive & clerk to the trustees
<b>Based at:</b>	The Charity's office or other Hammersmith United Charities locations as required
<b>Hours of work:</b>	17.5 hours per week
<b>Liaises with:</b>	Management team, staff, beneficiaries, residents, trustees, visitors, residents, grant applicants and community groups, members of the public, partner organisations, contractors and suppliers

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### **Role:**

To support the management team and trustees, manage the administrative functions of the charity, play a key role in supporting the promotion the organisation externally, including marketing & external communications, social media and events management, and develop administrative and other systems.

To play a key and central role project managing the celebration of the Charity's 400<sup>th</sup> anniversary in 2018, both during, and in the period leading up to, the anniversary year.

To do all this for United in Hammersmith & Fulham or support United staff with it.

### **Responsibilities:**

#### **400<sup>th</sup> anniversary**

- Forward planning to ensure all proposed activities have a sensible logistical plan behind them, a budget and sufficient lead in time
- Collating a programme of events – keeping track of “thoughts” through to concrete actions
- Developing 400<sup>th</sup> marketing tools (eg utilising 400 branding, enhanced website etc)
- Supporting specific projects (eg cultural festival, heritage project)
- Working with other staff to engage all stakeholders including residents
- Producing special communication materials – 400<sup>th</sup> annual report, newsletters etc



### Support to the management team and trustees

- To support the management team and trustees to make effective and efficient use of their time and resources, including helping with reports and presentations
- To maintain and develop the Charity's HR systems, including HR records, the staff handbook, and staff learning and development
- To assist with servicing of Board and Committee meetings and the Annual General Meeting, and support the induction, training and development of trustees
- To assist with the administration of the grants programme, logging applications, sending out letters and documentation and responding to routine enquiries
- To assist with the administration of the housing and property management service, including administering the application process for housing, and updating and developing publications such as the Residents Handbook, and other marketing materials.
- To support the Company Secretary to ensure compliance with the law including the Data Protection Act, HR policies, the maintenance of the trustee handbook, insurance etc

### Communications

To be responsible for maintaining the Charity's external profile through:

- Actively maintaining and developing the Facebook page, Twitter and website, ensuring they are lively, engaging, useful and up to date
- Proactively developing an audience for the above from the full range of stakeholders - use analytical tools to understand and report on this
- Supporting the production of the newsletter
- Keeping all email and postal mailing lists up to date
- Developing new ways of communicating; identify communication opportunities
- Building a communications brand across all communications and lead on that
- Working with other staff on the production of any publications
- Developing the relationship with the graphic designer but also with others – local photographers, film makers, journalists etc



- Ensuring we have a range of suitable “marketing” materials – leaflets, postcards, posters – and anything else which might be cost effective and useful
- Building a photo library
- Ensuring the Charity has a standard set of slides for anyone doing presentations to external people on all aspects of the charity’s work
- Ensuring we have a good set of materials and resources for stands at events
- If we start to involve residents more in the Charity’s work, take some responsibility for training and supporting them
- Supporting the Head of Community Partnerships in making voices of Hammersmith a reality

### Events

- To take lead responsibility for the organisation of events in conjunction with other staff (booking venues/speakers/catering; sending out invitations; organising equipment; marketing if appropriate)
- To develop a calendar of events for the charity as a whole each year to meet identified strategic needs
- To support the organisation of events, exhibitions and activities including promotion, managing bookings, logistical support – speakers, venue, refreshments, production of materials, on the day and follow up support.

### Grants

- To provide additional admin support – collate expected dates of monitoring reports and chase them up; file them
- Undertake visits to individual projects in consultation with Head of Community Partnerships – and write them up
- Attend events we are invited to (eg AGMs, project events) on behalf of the Charity and take photos
- Create/commission/manage a better database of grantees and applicants
- Undertake special projects/local research etc in consultation with the Head of Community partnerships

## Job Description



### Development

- To support the development of organisational systems that are less paper based, including the archiving of and access to old material
- To maintain and develop the Charity's IT folder and record keeping systems so that they are used consistently by staff
- To maintain and develop databases
- To develop structures to recruit, support and develop volunteers, identify opportunities for young people for work experience, internships, projects etc, and manage and oversee the work of people providing administrative support

### Office management

- To manage the day to day operation of the head office administrative functions working with office based staff and staff working in the Charity's sheltered housing schemes, including responsibility for telephone calls and visitors, post, mail outs and maintaining filing systems
- To ensure the efficient running of the IT and other systems, liaising with IT users and our outsourced IT service provider, contractors and suppliers
- To arrange servicing and the efficient running of office equipment, order supplies and liaise with equipment suppliers.

This job description is subject to change in light of the change and development of the Charity.



## Administrator; Projects and Events

### Person Specification

Qualifications	Essential	Desirable
Degree		<b>x</b>
Marketing or communication qualification		<b>x</b>
HR qualification		<b>x</b>
<b>Skills</b>		
Strong IT skills across a wide range of software packages	<b>x</b>	
A good understanding of the use of social media in the charity and community sector	<b>x</b>	
Skills in publishing, design and image manipulation software		<b>x</b>
Database creation and management		<b>x</b>
Good written English	<b>x</b>	
Strong organisational skills	<b>x</b>	
Ability to commission and work collaboratively with external consultants especially in communications and design	x	
Management of volunteers		<b>x</b>
Training		<b>x</b>
<b>Experience</b>		
Experience of working in a community based setting		<b>x</b>
Experience of working with older people		<b>x</b>
Experience of servicing committees		<b>x</b>
<b>Personal qualities</b>		
Confident telephone manner	x	
Ability to take the initiative when required, to consult when not and to know the difference	<b>x</b>	
Willingness to find things out	<b>x</b>	
Strong customer focus	<b>x</b>	
Collaborative approach; team player	<b>x</b>	
Commitment to continuing professional development	<b>x</b>	