



Joseph Levy Foundation

Administrator
(maternity cover – fixed term contract)

Recruitment Information

Introduction:

Thank you for your interest in working with the Joseph Levy Foundation. This pack contains:

- Background information about the Foundation;
- The Administrator Job Description and Person Specification;
- A summary of the terms and conditions for the post;
- Details of how to apply.

About the Foundation:

JLF is a small, independent grant-making charity. We make grants to support a range of charitable causes – including grants to individuals and charitable organisations in the UK and Israel. We award a total of around £500,000 in new grants each year and we are currently focussing our support on a small number of topics including Autism and Cystic Fibrosis.

We are based close to Edgware Road tube station and we share our offices with one of the charities that we support – the Cystic Fibrosis Holiday Fund. We have just completed a programme of modernisation which has included moving to a new IT system (Office 365 in the Cloud) and a new grants database (Salesforce for Grantmakers).

Our work is overseen by a Board of Trustees and we have a small staff team of 3 – including the post of Administrator who will be going on maternity leave in the New Year.

We are therefore looking to recruit someone on a fixed term contract to provide administrative support to the Foundation during the maternity leave period.

About the role of Administrator:

A key part of a small team, the Administrator supports colleagues by ensuring the smooth running of the office and often being the first point of contact for visitors and callers.

The Administrator also has responsibility for administering a small grants programme (the Joseph Levy Education Fund) which makes grants to assist people with Cystic Fibrosis with education and training.

The Administrator role is varied and has regular contact with external and internal stakeholders. The successful candidate will provide outstanding customer service and be able to prioritise their workload effectively. Strong IT skills are essential for this role.

Ideally, we would like to appoint someone with experience of book-keeping and using SAGE50 – but this is not essential.

The role will provide an opportunity to learn about grant-making and might suit someone interested in moving on to a full-time grant-making role elsewhere in future.

The full Job Description and Person Specification are set out below.

Salary:

The salary for the post is £25,000 to £26,250 per year (pro rata) – dependent on experience.

The Foundation provides a workplace pension scheme into which all staff are automatically enrolled. Staff can choose to opt out of the scheme.

Type of employment

The position will be on a fixed-term contract for a period of 11 months – beginning in mid-February 2019.

The post is full-time (35 hours per week) and the core working times are 9.30am to 5.30pm (with an hour's lunchbreak).

The postholder is entitled to 25 days annual leave each year (pro rata) plus bank holidays.

All candidates must be eligible to work in the UK and the successful candidate will be required to provide documentation to prove that they fulfil this requirement.

Please note that unfortunately our current offices are not wheelchair accessible.

How to Apply:

To apply for this role, please send us:

- your up-to-date CV
and
- a letter telling us:
 - why you are interested in working with us;
 - how you meet the requirements of the Person Specification.

The letter should be no longer than 4 sides of A4 and should include details of 2 referees. We will only take up references if you are offered the position.

Please email applications to JFitzpatrick@jlf.org.uk by no later than midnight on Friday 21st December 2018.

Interviews will be held at our offices on Monday 14th January 2019.

We hope the successful candidate will start in mid-February to allow for a week's handover with the person going on maternity leave.

The Joseph Levy Foundation values equality and diversity, and welcomes applications from suitably qualified candidates from all sections of the community.

Further Information

If you require any further information or you would like to discuss anything in more detail, please contact the Foundation's Director, James Fitzpatrick by phone (020 7616 1200) or email at JFitzpatrick@jlf.org.uk

Data Protection

The personal information that you provide will be used to process your application for employment with the Joseph Levy Foundation. Personal information about unsuccessful candidates will be held securely for 6 months after the recruitment process has been completed; it will then be destroyed or deleted. If your application is successful and you take up employment, the information will be used in the administration of your employment with us. It will be kept secure and will only be used for purposes directly relevant to your employment.

Joseph Levy Foundation

1 Bell Street
London NW1 5BY
www.jlf.org.uk

Joseph Levy Foundation is a registered charity.
Registered in England and Wales as a charitable incorporated organisation
number 1165225

JOSEPH LEVY FOUNDATION

ADMINISTRATOR

Job Description

Accountable to: The Foundation's Director and through her/him to the Trustees of the Joseph Levy Foundation.

Purpose of the job: To maintain JLF's administrative systems, provide facilities management for the premises and administer grants programmes as required.

Main responsibilities

1. To be responsible for the day to day running of the JLF office and equipment, including maintenance of adequate stocks of stationary and refreshments.
2. To maintain office systems both manual and computerised.
3. To organise, service and attend meetings in support of the Director and Board of Trustees; including preparing and distributing papers.
4. To administer small grant programmes (eg the Joseph Levy Education Fund) including liaising with applicants and processing applications and payments.
5. To draft own correspondence and responses.
6. To write and compile reports including statistical reports.
7. To be responsible for the opening and recording of mail and dealing with outgoing mail.
8. To receive and deal with telephone enquiries and emails.
9. To maintain and assist with a variety of financial procedures including keeping records of invoices and receipts.
10. To process payments including raising and banking cheques, maintaining computerised records and handling petty cash.
11. To liaise with Trustees and family members.
12. To liaise with other organisations in the building.
13. To be responsible for the facilities management of the premises, including:
 - Health & safety
 - Compliance with fire safety regulations
 - Security
 - Liaising with the landlord and other occupiers of the building as required.
14. Any other duties that may be required.

Person Specification

Experience and knowledge:

- a) Good knowledge of office systems, their development and maintenance, and demonstrable ability to set up and operate these, including filing.
- b) Experience in an administrative role, used to working in a small team and able to manage priorities.
- c) Good knowledge of Microsoft Office.
- d) Experience of using a CRM database such as Salesforce (or willingness to learn).
- e) Understanding of GDPR and the requirements of data protection.
- f) Experience of administering a small grants programme (or willingness to learn).
- g) Desirable: experience of using SAGE50 or a similar accounting package.

Skills and abilities:

- a) Strong written and oral communication skills.
- b) Good numeracy skills.
- c) Excellent attention to detail and high levels of accuracy.
- d) Good organisational skills.
- e) Able to be self-starting and self-sufficient.
- f) Commitment to equal opportunities and inclusion.
- g) A positive can-do attitude.
- h) Flexible and able to prioritise.
- i) Ability to work under pressure.
- j) Ability to work as part of a small team.
- k) Practical, hands-on approach to problem solving.
- l) Ability to abide by organisational policies and practices.

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