

Team and Admin Co-ordinator

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| Job Title: | Team and Admin Co-ordinator |
| Position: | Temporary 12 month Part-time |
| Salary: | £10.50 an hour |
| Hours: | 8-10 hours per week |
| Responsible to: | Managing Director |
| Start date: | Week commencing January 13th 2020 to December 2020. <i>Please note -If a suitable candidate is found prior we will employ earlier.</i> |
| Annual Leave: | 5.6 days + bank holidays (when falling on a normal working day) |

- **Work with a small, committed and passionate team**
- **Use your administration and business skills for social impact**
- **Stay flexible in this broad, integral role supporting a growing social enterprise**

Company Information

Turtle Dove Cambridge is a small social enterprise that works with young women between 14 - 23 years old who are NEET/at risk of becoming NEET (*not in education, employment, or training*) and for whom poor mental health and lack of confidence are primary issues. Our referrals come from organisations such as the Cambridgeshire County Council and Housing Providers. We provide youth support and work experience at events across the city. Some events are community events for older people and the young women host these events themselves. Tasks include serving food and drink, guest registration, set up and clear down of events. Events range from Charity fundraisers to private parties. We also supply vintage china for up to 100 people.

To date we have been operating for just over 5 years, worked with approximately 30 young women a year and worked at around 150 events. Recently we have started fundraising events and activities to take a small team of the young women we work with to gain work experience with young women's projects overseas in Brazil.

The outcomes that this post will support are:

- Data input – absolutely essential, directly impacting funding opportunities/outcomes also by the communication of user stories.
- Increase in the TDC volunteer base – crucial to the business, supporting the smooth running of the events and feeding the impact reports with relevant data.

- Supporting and championing the TDC staff base and their training needs

In a nutshell:

In this role, you will take ownership of the administration function and certain processes that support day-to-day operations of our small enterprise. You will be comfortable managing multiple, competing priorities and liaising with a wide range of stakeholders, including staff, volunteers and external clients.

Key responsibilities and duties:

- **Managing the staffing and rotas for scheduled events**
- **Recruiting and onboarding staff and volunteers**
- **Supervising staff and volunteers when necessary**
- **Helping create and implement (together with the entire team) the “Turtle Dove Cambridge” friends-network – essential, long term project**
- Ensuring staff and volunteer training is up to date and in a user-friendly format
- Ensuring the online data management system is up to date
- Ensuring the data storage system is well ordered and easily accessible
- Producing reports on outcomes related to our team, and assisting with analysis if necessary
- Performing general administrative, clerical, and executive support tasks
- Thanking, encouraging and boosting the morale of the team by sending thank you, birthday, Christmas cards, etc.

Other duties

To provide any other reasonable duties related to the post.

As this post involves engaging with the children, young people and adults at risk we support, the successful applicant will be required to have a DBS check (formerly called a CRB check).

If you are concerned or have any questions regarding the DBS process please get in touch. Please note disclosures are preferred at point of application and will be risk-assessed by the Board of Directors and our Safeguarding Supervisor separate to interview panel.

Person Specification:

This post is restricted to women only under the Sex Discrimination Act 1975 sections 7 (2)(d) & (e).

| Criteria | Description | Essential or Desirable |
|-----------------------|---|--|
| Experience | <ul style="list-style-type: none">• Customer relations / administration• Working in the voluntary / the charity sector• Working in catering or events• Work with young women at risk• Working in a supervisory role | Desirable Desirable Desirable Desirable |
| Skills | <ul style="list-style-type: none">• Good communication skills• Organisational and Administration skills• Problem-solving | Essential Essential Essential |
| Qualifications | <ul style="list-style-type: none">• Administration related qualification | Desirable |
| Behaviours | <ul style="list-style-type: none">• Motivated / driven• Friendly and engaging• Passionate• Focused• Respectful and open• Organised• Team player• Adaptable• Resourceful• Committed to gender equality and women's rights | Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential |

Application Process

Please write a covering letter addressing the person specification (no more than 1 side of A4) and send with a CV (no more than 2 sides A4) to kate@turtledovecambridge.com

Deadline for applications is **5pm on the 16th December 2019**.

Invitations for interview should be received by 23rd December 2019.

Interviews will take place in Cambridge on the week starting 6th January 2020.

If a suitable candidate is found prior we will employ earlier.

We will endeavour to respond to every applicant but as a small team will prioritise shortlisted candidates.