



# Administrator Appointment Brief

## Administrator

**If you want to change lives, call us - we want to hear from you!**

Become part of a dynamic charity, with a great mix of people committed to making a real difference for young people through a range of fun and challenging programmes and initiatives.

Action4Youth changes lives and creates better chances for young people by creating opportunities to discover their personal strengths and potential.

We work with young people from all backgrounds and all abilities to make a real difference to their futures.

We are a respected and dynamic charity based in Buckinghamshire and Milton Keynes but reaching young people across the wider south east region.

This is an opportunity for someone with a can do attitude and a strong desire to make things happen.

You will join a supportive, driven, committed team whose desire to achieve is matched by an intention to enjoy work on a day to day basis. You will be based in Aylesbury. You should expect to enjoy being part of a collaborative, loud and energetic organisation.

### **Our Mission**

To support all young people's growth towards fulfilling and responsible adult lives, Action4Youth develops physical, mental, spiritual, moral and cultural abilities which act as:

- A Springboard towards realising dreams
- A Safety Net for those at risk
- A Voice of influence from the young and for the young

In order to benefit as many young people as possible while maintaining Action4Youth's financial stability, we partner with those (government, schools, youth clubs, businesses, trusts and foundations and others) who share our mission.

## What we do

Action4Youth delivers various youth programmes including; the National Citizen Service (NCS), The Inspiration Programme (TIP), Breakout and an established mentoring programme.

Action4Youth takes the strategic lead for the voluntary organisations supporting children and young people aged 5 – 25 years across its area. It has around 75 organisations in membership and offers a range of essential support and services.

Our outdoor education centre, Caldecotte Xperience in Milton Keynes, creates opportunities for young people to have amazing, challenging, fun and sometimes transformational experiences. They learn what they can do rather than what they can't, building their confidence and self-belief.

Action4Youth is the operating authority for Buckinghamshire, Milton Keynes and Northamptonshire for Open Awards Groups for the Duke of Edinburgh Award Scheme.

## Job Description

### Job Title

- Administrator

### Location

- Aylesbury, Buckinghamshire

### Position in the Organisation

- Reports To: The Chief Executive Officer
- Working With: The Chief Executive Officer, Board of Trustees and the wider Action4Youth team.

### Main Purpose and Scope of the Role

- The Administrator will be responsible for the smooth and efficient running of the Trustee Board and Committee meetings. They will also provide administrative support to the CEO and assist with Action4Youth events. Maintaining confidentiality is crucial to this role.

### Duties and Key Responsibilities

- Supporting twelve Board and Committee meetings each year. Agreeing agendas in advance of the meetings with the relevant chairs, collating and sharing papers and taking and circulating accurate minutes.
- Maintaining the annual calendar of events for Trustees.
- Managing Trustee information and liaising with Trustees as necessary.
- Supporting Trustee recruitment when required.
- Supporting the CEO and arranging meetings as required.
- Managing databases and ensuring that contact details are up to date.
- Supporting Action4Youth events, issuing invitations, managing guest lists, liaising with venues, caterers etc. as required.
- Using Microsoft Office and Mailchimp proficiently to support Action4Youth activities

### General Responsibilities

- Support events and meetings when required.
- Support the continued development of quality standards as specified by Action4Youth.

- To have regard for the vision of Action4Youth and to display a commitment to equal opportunities and to the protection and safeguarding of children, young people and vulnerable adults.
- Report any behaviour, conversations or comments which are inappropriate within a setting for children and young people.
- To carry out any other Action4Youth duties as required by the CEO or Directors.
- Administering own workload which includes meeting targets and deadlines in line with the Action4Youth Appraisal System.
- Attending relevant CPD training events in line with the Appraisal System.
- Undertaking responsibility, as part of the team, for all Health and Safety work related matters.
- Working within the guidelines of Action4Youth policies and procedures.

Person Specification: Administrator	Essential (E) Desirable (D)	Demonstrated at: Application (A) Interview (I)
<b>Skills, Experience and Knowledge</b>		
Excellent administrative and ICT skills	E	A
Proven experience of using Microsoft Office (Word, Excel, PowerPoint and Outlook).	E	A/I
Proven experience of using Mailchimp	D	A/I
Knowledge of/experience of working with a Board of Trustees	D	A/I
Good basic arithmetic skills	E	A/I
Full Driving Licence and use of a vehicle	D	A
Experience of various CRM systems	E	A
Proven experience of working as an administrator with a significant level of responsibility.	E	A/I
<b>Qualifications</b>		
Educated to GCSE/ O Level with A*- C or equivalent in English and Maths.	E	A
<b>Personal Attributes</b>		
Ability to maintain confidentiality	E	I
Flexible approach to working hours	E	I
Ability to solve problems for yourself and to work without direction	E	A/I
A positive, enthusiastic and 'can do' approach to work	E	I
Ability to communicate well at all levels	E	I
Ability to prioritise and manage large workloads	E	I
Good time management	E	I
Ability to work in a fast paced environment	E	I
A team player who is outgoing, friendly approachable, flexible and enthusiastic	E	A/I
Strong interpersonal skills, tact, sensitivity and diplomacy	E	I
Understanding of the ethos, values and culture of Action4Youth	E	I
Demonstrate an awareness of equal opportunities	E	I

## To Apply

To apply for this role please send a copy of your CV and a covering letter explaining why you are applying for this position to [jan.knight@action4youth.org](mailto:jan.knight@action4youth.org)

If you would like an informal chat regarding the role please email Jan Knight [jan.knight@action4youth.org](mailto:jan.knight@action4youth.org) or call 0300 003 2334

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[www.action4youth.org](http://www.action4youth.org)

Action4Youth is committed to safeguarding and protecting the young people that we work with. All our posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We have policies and procedures in place that promote safeguarding and safer working practices across the organisation.