**JOB DESCRIPTION**

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| **Job Title** | **Office and Data Administrator** |
| **Department** | The Bell Foundation |
| **Reports to** | Communications Manager |
| **Salary** | £ 22,000-24,000 |
| **Location**  | Cambridge  |
| **Role Purpose** | To provide administrative support to the Foundation. To administer and maintain systems and processes to enable optimal delivery of the Foundation’s work. To ensure effective collection and reporting of data across the Foundation’s teams. To provide administrative support to ensure high-quality experience for participants on training and events and timely responses to external enquiries. This role requires both an ability to work under your own initiative as well as part of a team, whilst being a proactive and hands-on role.  |
| **Main Responsibilities** | **Programme Administration*** Provide administration and support for external training, webinars and events including:
	+ Working with team members to ensure events are loaded to Eventbrite in a timely and accurate manner
	+ Manage pre and post event communications with participants including enrolment of participants on courses and webinars
	+ Administration of the Learning Management System (Moodle) for digital training
	+ Tracking partner contract invoices and payments
	+ Provide support for marketing events

**Data Management and Protection** * Support data management to ensure effective communication and data collection through management of the Foundation’s CRM system and mailing lists, ensuring that all records are up to date and that all new contacts and correspondence is recorded in accordance with GDPR, and to clean and segment data in preparation for email campaigns
* Comply with the Foundation’s systems to ensure compliance with all current charity, data protection, including the GDPR, equalities, safeguarding and other laws and regulations in relation to all aspects of the charity’s activities and specifically in relation to digital activities
* Keep up to date with relevant legislation, such as copyright laws and data protection, and on best practice within the charity sector in relation to changes to communications legislation and codes of practice

**Foundation Support*** In co-ordination with the PA to the Director, maintain and develop the Foundation’s office systems including organising and maintaining files and folders on SharePoint, diary management and deputise for the PA to the SMT
* Provide administrative support and update report templates on key risk and control areas
* Provide administrative support to the Chief Finance Officer on financial data collection and invoice tracking
* Support the management of Foundation wide projects as required – diarise deadlines, liaise with colleagues and external organisations, and ensure projects complete the sign off procedure in a timely manner
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| **General** | * Maintain full manual and electronic records and audit trails
* Adhere to all statutory regulations and to Bell Foundation policies and procedures
* Protect at all times the confidentiality of information handled within the remit of the post
* Promote and safeguard the welfare of children and young persons you come into contact with. A DBS check will be requested in the event of a successful application
* Provide partial cover for team members as required
* Undertake other duties commensurate with the post, which the Foundation deems appropriate
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| **Compiled by** | Julia Shervington  |
| **Date** | March 2021 |

This job description is not to be regarded as exclusive or exhaustive and does not form part of your contract terms. It is an outline of the post holder’s areas of activity and responsibility and, like all such documents, will be amended from time to time, in the light of the changing needs of The Bell Foundation.

**PERSON SPECIFICATION**

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| **Job Title** | **Office and Data Administrator** |
| **Department** | The Bell Foundation |
|  | **ESSENTIAL** |
| **Experience** | * Experience of working in a comparable role with a proven track record of success
* Experience of maintaining and developing effective digital systems including Customer Relationship Management Systems (CRMs) and other online platforms (for example, Eventbrite, Mailchimp, Survey Monkey) and Learner Management Systems (LMS) (Moodle) is essential.
* Experience of working with Salesforce, MS Office, including Word, Excel and PowerPoint
* Experience of day to day relationship management with external partners
* Experience in project management though not essential, is desirable
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| **Personal Skills/Qualities** | * Excellent numerical skills
* Methodical approach with high standard of accuracy and attention to detail
* Strong logical and systematic thinking skills with ability to develop and improve effective processes and systems
* Able to multitask and to work at pace to meet tight deadlines
* Time management, organisation, prioritisation and project management skills are essential, as well as the ability to effectively plan ahead
* Strong interpersonal skills, confidence and the ability to work, communicate and listen effectively at all levels internally and externally with customers, partners and senior stakeholders
* Proactive, solution-focussed, innovative and self-motivated individual with a can-do attitude, able to think laterally and creatively about opportunities and projects
* Able to work both on own initiative and as part of a team
* Integrity and discretion over confidential information
* Enthusiasm for and commitment to the Foundation’s mission and programmes
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| **Special Requirements** | * Occasional out of hours working may be required including occasional overnight stays and travel within the UK
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| **Compiled by** | Julia Shervington |
| **Date** | March 2021 |

The Bell Foundation offers the following benefits:

* 25 days’ annual leave per year plus 8 public holidays
* Pension Scheme –5% employee/employer matching contributions.  Employees can also choose to make their pension contributions via salary sacrifice.
* Options to Buy /Sell Annual Leave
* BUPA Dental Plan
* Free Eye Tests
* Life Assurance Scheme
* Tech Scheme
* Cycle to Work Scheme
* Health Assured Employee Assistance Plan
* Access to gym membership (Cambridge)
* Free car parking on-site (Cambridge)
* Subsided canteen on-site (Cambridge)