

15 July 2024

Dear Applicant,

Thank you for your interest in the fixed term role of Office and Data Co-ordinator (maternity cover) at The Bell Foundation. The role is key in ensuring data quality and support across the organisation. Reporting to the Chief Finance Officer (CFO) the postholder will also work closely with the Foundation's Communications Team.

This is an exciting opportunity for someone who is motivated by our charitable vision, mission, values and programmes, and who is ready to provide administrative support to the Foundation, administering and maintaining systems and processes to optimise the Foundation's work. Key responsibilities include managing the Foundation's CRM system and supporting staff in its use, ensuring effective data collection and reporting across teams.

The Bell Foundation was established in 2012 and over the last decade has grown significantly and is now recognised as an expert in English as a second or additional language. Our vision is to create opportunities, change lives, and overcome exclusion through language education. We are delivering this vision through three different strategic programmes, targeting three beneficiary groups; children with English as an Additional Language (EAL), people with convictions and victims with language and literacy needs, and young adults who speak English as a Second or Additional Language (ESOL). Through our work we aim to achieve system change to enable better outcomes for many vulnerable groups who use English as an additional language, including women who have been trafficked, prisoners, victims of domestic abuse, unaccompanied asylum-seeking children, refugees, adult asylum seekers, children from economically disadvantaged backgrounds, and migrant workers at risk of exploitation.

The Foundation is located at the prestigious Bell language school, on an attractive spacious green site with parking. We offer a hybrid working model, operate a flexible work policy and have a supportive work environment.

The Foundation is committed to ensuring all staff are empowered to contribute fully to our work and the Foundation strives to ensure equity and fairness throughout the organisation. We support equality of opportunity and promote an inclusive culture. We also welcome and encourage applications from those with lived experience of speaking another language including being a refugee or former asylum seeker.

I hope this pack gives a flavour of our work and the role and I look forward to hearing from you.

Yours sincerely

**Dawn Leslie**  
**Chief Finance Officer**

## About The Bell Foundation

We work to overcome language barriers for people who speak English as an Additional Language in [schools](#), [adult learning settings](#), and the [criminal justice system](#) in the UK.

### Our vision

Creating opportunity, changing lives and overcoming disadvantage through language education.

### Our mission

To achieve our vision, we work with partners on innovation, research, training and practical interventions. By generating and applying evidence, we aim to change practice, policy and systems for children, adults and communities in the UK disadvantaged through language.

### Values

- We are independent and impartial with no political affiliations.
- We are authoritative and rigorous in our approach and present clear and balanced evidence.
- We work in partnership with others.
- We champion practical solutions to problems.
- We believe in diversity, valuing difference and tolerance.

Find out more about our work by exploring:

- Our [Annual Report](#)
- Our [Impact Report](#)

[bell-foundation.org.uk](https://bell-foundation.org.uk)



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.
- Dental plan.
- Free eye tests.
- Life assurance scheme.
- Tech scheme.
- Cycle to work scheme.
- Health Assured Employee Assistance Plan.
- Free car parking on-site (Cambridge).
- Subsidised canteen on-site (Cambridge)

## HOW TO APPLY:

To apply for this position, please prepare a cover letter (1 page) and a CV (1-2 pages) outlining why you're the ideal candidate for the role. Please email both in a single PDF file to [recruitment.foundation@bell-foundation.org.uk](mailto:recruitment.foundation@bell-foundation.org.uk) with the subject "**Office and Data Co-ordinator application**".

- **The deadline for applications is 8 August 2024 (12pm).**
- The first interview will be held online on 14 August 2024.
- The second interview will be held in our Cambridge office on 19 August 2024.

## JOB DESCRIPTION

The Foundation is committed to ensuring all staff are empowered to contribute fully to our work and the Foundation strives to ensure equity and fairness throughout the organisation. We support equality of opportunity and promote an inclusive culture.

We welcome applications from all backgrounds, across all protected characteristics and socio-economic status and particularly encourage submissions from those with lived experience of speaking another language.

Job Title		Office and Data Co-ordinator (Maternity Cover)
Organisation		The Bell Foundation
Reports to		Chief Finance Officer (CFO)
Salary		Fixed term: 13 months from 16 September 2024. Part-time, 28 hours per week worked over five days. Salary range £28,206 to £31,356 per annum pro rata.
Location		Cambridge Office Based or Hybrid
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. In particular this will include administering and maintaining the Foundation's CRM system and supporting Foundation staff in its use. To ensure effective collection and reporting of data across the Foundation's teams. 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		<b>Data Management and Protection</b> <ul style="list-style-type: none"><li>• 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.</li><li>• Assist in the management of and actively contribute to the CRM upgrade</li></ul>

	<p>user testing scheduled for September/October 2024. Actively ensure the final transfer of data records to the new system runs smoothly according to plans already set out and manage the CRM when the system goes live at the end of October 2024 ensuring use of the system is embedded with the team.</p> <ul style="list-style-type: none"> <li>• Support the CFO with the regular review of the Foundation's GDPR register which tracks compliance with the Foundation's data retention policies.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p><b>Foundation Support</b></p> <ul style="list-style-type: none"> <li>• In co-ordination with the EA to the Director and CFO, maintain and develop the Foundation's office systems including organising and maintaining files and folders on SharePoint.</li> <li>• Liaise with colleagues to ensure the Foundation's Control Framework (which is part of the Foundation's risk management system) is kept up to date and accurate.</li> <li>• 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.</li> <li>• Contribute to the weekly Communication Team's meetings, providing updates on managing mailing lists, campaigns and other data projects as needed.</li> <li>• Maintain the Foundation's IT equipment and furniture register.</li> </ul> <p><b>Programme Co-ordination</b></p> <ul style="list-style-type: none"> <li>• Provide administration and support for grant management ensuring existing grants are maintained, partner reports are prepared, ensuring grant payments are approved and payments tracked in accordance with protocol.</li> <li>• Monitor and respond to Foundation and programme enquiries received by phone and email.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Maintain full manual and electronic records and audit trails.</li> <li>• Adhere to all statutory regulations and to Bell Foundation policies and procedures.</li> <li>• Protect at all times the confidentiality of information handled within the remit of the post.</li> <li>• 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.</li> <li>• Provide partial cover for team members as required.</li> <li>• Undertake other duties commensurate with the post, which the Foundation deems appropriate.</li> </ul>
<b>Compiled by</b>	Chief Finance Officer
<b>Date</b>	July 2024

*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

<b>Job Title</b>	Office and Data Co-ordinator (Maternity Cover)
<b>Department</b>	The Bell Foundation
	<b>ESSENTIAL</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a comparable role with a proven track record of success.</li> <li>• Experience of maintaining and developing effective digital systems including Customer Relationship Management Systems (CRMs) and other online platforms (for example, Eventbrite, Mailchimp, Survey Monkey) is essential.</li> <li>• Experience of working with Salesforce, MS Office, including Word, Excel and PowerPoint.</li> <li>• Experience of day to day relationship management with external partners.</li> <li>• Experience in project management though not essential, is desirable</li> </ul>
<b>Personal Skills/Qualities</b>	<ul style="list-style-type: none"> <li>• Excellent numerical skills.</li> <li>• Methodical approach with high standard of accuracy and attention to detail.</li> <li>• Strong logical and systematic thinking skills with ability to develop and improve effective processes and systems.</li> <li>• Able to multitask and to work at pace to meet tight deadlines.</li> <li>• Time management, organisation, prioritisation and project management skills are essential, as well as the ability to effectively plan ahead.</li> <li>• 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.</li> <li>• Proactive, solution-focussed, innovative and self-motivated individual with a can-do attitude, able to think laterally and creatively about opportunities and projects.</li> <li>• Able to work both on own initiative and as part of a team.</li> <li>• Integrity and discretion over confidential information.</li> <li>• Enthusiasm for and commitment to the Foundation's mission and programmes.</li> </ul>
<b>Special Requirements</b>	Occasional out of hours working may be required including occasional overnight stays and travel within the UK.
<b>Compiled by</b>	Chief Finance Officer
<b>Date</b>	July 2024