

Patrons: HM Lord-Lieutenant of Dorset, Mr Angus Campbell
The Right Reverend Karen Gorham, Bishop of Sherborne
Capt Michael Fulford-Dobson CVO OBE KStJ JP DL RN



Raising funds for those most in need

JOB SPECIFICATION

Office Administrator

Salary:	Up to £18,000 p.a. depending on experience
Period:	9 months FTC
Hours:	Full time 35 hours per week
Holidays:	26 days p.a. pro-rata plus public holidays
Location:	Poole
Probation Period:	3 months
Period of Notice:	One week during probation and one month thereafter
Responsible to:	Foundation Director

Summary

Dorset Community Foundation is a funder of grants to groups and individuals in Dorset. In 2020/21 we awarded 368 grants totalling £1.2million to groups in Dorset.

The role offers an exciting opportunity for the post holder to support the development of a growing charitable foundation in Dorset. The Office Administrator will support the Foundation Director, Trustees, and managers in the delivery of the Foundation's grant making and development strategies. For this role, we are open to discussing the possibility of reduced hours, flexible start and finish times, or compressed hours.

Job Purpose

The role supports all functions of the organisation i.e., grant making, fund development, finance so that they perform effectively and efficiently. By providing excellent administrative support the role is the glue which keeps the organisation together and running smoothly, from day-to-day provision of materials to supporting high profile events.

Key Responsibilities:

Main Duties

- Provide front of office support to the Foundation
- Provide some secretarial and PA assistance to the Chief Executive
- Provide support to the Board of Trustees (minutes of meetings, distribution of board papers etc)
- Be responsible for the day-to-day office upkeep, including filing, stationery supplies, IT backup etc
- Be responsible for keeping the in-house grants management system Digits up to date
- Provide grants administration support to the Grants Manager

The Spire, High Street, Poole, Dorset, BH15 1DF

Telephone: 01202 670815 web: www.dorsetcommunityfoundation.org

Charitable Company Limited by Guarantee, Charity No. 1122113 Company No. 05768612

Patrons: HM Lord-Lieutenant of Dorset, Mr Angus Campbell
The Right Reverend Karen Gorham, Bishop of Sherborne
Capt Michael Fulford-Dobson CVO OBE KStJ JP DL RN

- Provide support for events
- Management of volunteers
- Be responsible for Incoming/outgoing post
- Support the Finance Manager, when necessary, with various administrative processes

General and Other Duties

- Contribute to maintaining relationships with key contacts and stakeholders
- Liaise with Foundation staff and volunteers to maintain a good knowledge of on-going fund Development work and the general purpose and activities of the Foundation
- Participate in training and personal development events as required
- Carry out any other such other duties which the Foundation Director may, from time to time, require

Person Specification:

The jobholder should possess the skills set out below to meet the requirements of the role:

Essential:

- Self-starter who is time efficient, productive and positive with a can-do attitude
- An experienced administrator used to working on their own initiative
- Good office administrative skills, including experience of paper-based and electronic filing
- An experience of database management
- Good communication skills, verbal and written
- Fully computer literate and proficient in MS Office
- Flexible attitude to working hours – may be required to attend out of office hour events and meetings
- Committed to the principles of equal opportunity and respecting diversity
- The ability to work in a methodical style, ensuring good accuracy and completeness

Desirable:

- Experience of working in the charity sector
- Knowledge of Sage Accounting Software
- Full driving licence and access to a vehicle

How to Apply

Please submit your CV along with a covering letter to hannya@dorsetcf.org. If you have any questions regarding the position, please contact the office on 01202 670815.