JOB SPECIFICATION

Job Title: Operations and Projects Coordinator

Report To: Foundation Director

Location: Poole

Summary
The role offers an exciting opportunity for the post holder to support the development of a growing charitable foundation in Dorset. The Operations Coordinator will support the Foundation Director, Trustees and managers in the delivery of the Foundation’s operational, grant making and development strategies.

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 a highly consistent level of administrative support and project management as required, this role ensures the Foundation is able to continue to run smoothly and cohesively, whilst also having the responsibility on delivering key projects and objectives.

Key Responsibilities:
Administration
Provide front of office support to the Foundation
Provide some secretarial and PA assistance to the Foundation Director, manages teams diary, organising meetings.
Provide cover support to the Board of Trustees and 2 committees (minutes of meetings, distribution of board papers etc) when the Volunteer Trustee administrator is unavailable.
Be responsible for the day to day office activities, including filing, stationery supplies, IT backup etc

Grants Programmes Support
Project management, in liaison with Grants Manager of specific grant-programmes and all associated tasks, including DCF Bursary Scheme and Change for Good Programme.
Respond to initial enquiries from Grant Applicants, providing guidance on the application process, assisting groups to complete applications if required and referring applicants to other sources of advice or funding as appropriate.
When appropriate, assisting with due diligence for all basic/first level checks including checking the 5 supporting documents as part of the initial applications process.
General support to Grants Manager when appropriate, in particular during busy grant-making periods.

Finance
Input of all donations onto Sales Force, cheques and transfers (including CAF / LOCAL GIVING / JUST GIVING) and resulting reconciliation tasks.
Input of all outgoing bank payments (grants and monthly payments) into online banking system
Petty Cash - control over physical cash and input into spreadsheet and reconciliation

PR & Marketing Support
Project Management of the Annual Surviving Winter mail-out to donors
Provision of administrative support for events, including RSVP’S, Invites etc
General support to marketing Function when appropriate, in particular during specific projects which require team-wide involvement

Volunteer Management
Responsibility for sourcing and management of volunteers, their stewardship and engagement with DCF

General and Other Duties
First point of contact contributing to maintenance of relationships with key contacts and stakeholders
Liaise with Foundation staff and volunteers to maintain a good knowledge of ongoing Development work including the general purpose and activities of the Foundation
Participate in training and personal development events as required.
Carry out any other such ad-hoc 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

Organisational Values:

Dorset Community Foundation Values:
Knowledge – in our understanding of local communities and local issues
Collaboration – working together with individuals, families, companies, local and central Government and third sector organisations

Commitment – to addressing disadvantage and making a real difference now and in the future

Integrity – being honest, open and reliable in everything we do
Accountability – to our donors, partners and the local community
Transparency – in the way we work and how we manage funds and the grant process

Note: The above reflects the present requirements of the post. As duties and responsibilities change and develop this will be reviewed and be subject to amendments.

I acknowledge receipt of this Job Description and Person Specification and confirm my acceptance of responsibilities, skills and values stated.

Signed

Dated