

Administrative Assistant (Part-time) Summary

Dorset Community Foundation is a grant making registered charity, dedicated to improving the lives of disadvantaged people in our local communities. With 21 years of grant making expertise, knowledge and influence, we target our support to Dorset's most in need. DCF works with individuals, families, charitable trusts, companies and other organisations to help them achieve their charitable goals by making giving easy, flexible and effective. Over the last 20 years we have generated more than £11 million to local charities, community groups and Dorset residents either in need or disadvantage. 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. 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.

Key Responsibilities:

Main Duties

- Provide front of office support to the Foundation
- Provide some secretarial and PA assistance to the Foundation Director
- Provide support to the Board of Trustees (minutes of meetings, distribution of board papers etc)
- Be involved in the day-to-day office upkeep, including filing, stationery supplies, IT backup etc
- Be involved in keeping the in-house grants management system Salesforce up to date
- Be involved in managing incoming/outgoing post and general correspondence

- Support the Finance Manager and/or the Grants Manager, when necessary, with various administrative processes
- 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

If you have any questions regarding the position, please contact the office on **01202 670815**

Job Type: Part-Time, 14 hours

Contract: 12 Months (with possible extension thereafter)

Salary: £7,200 a year

Schedule: Flexible (e.g. Monday morning, Tuesday morning, Wednesday morning)

COVID-19 considerations: DCF are currently working flexibly between homeworking and the office to ensure the office remains Covid-safe