



JOB DESCRIPTION/PERSON SPECIFICATION

Youth Hub Support/Administrator

Responsible to:	Operations Manager
Salary:	£19,201 to £23,464 (pro-rata)
Working hours:	8 hrs/wk (2 x 4hrs)
Annual leave:	24 days pro rata (accruing a day a year up to maximum of 28 days) plus Bank Holidays
Office base:	Amberley Youth Project, Westminster Occasionally: Bermondsey HQ
Contract Type:	Fixed term until 31 March 2020 initially, likely to extend.

FM Board of Trustees may award Cost of Living salary increases annually, however, it is at their discretion

This post holder is required to have an enhanced DBS check and to subscribe to the DBS update service.

ORGANISATIONAL BACKGROUND

Future Men (FM) is a national charity, founded in 1988. The last decade has seen a dramatic expansion of policy and practice initiatives, continuing to focus our work on services for men and boys around key issues such as fatherhood, underachievement, health, employment, violence, education and relationships. The central office provides the support functions with a variety of projects based in the localities they serve. For more information, see our website, www.futuremen.org

ORGANISATIONAL VISION AND MISSION

WHAT WE DO

We are a multi-award-winning specialist charity that supports boys and men along the path to becoming dynamic future men, whilst addressing the stereotypes around masculinity and engaging in the wider conversation of what it means to be a man. Through our evidence-based and practice-led services we encourage boys and men to explore, celebrate and build on the seven characteristics that we believe contribute to positive masculinity.

Our Youth Hubs play a key part in helping young people's personal and social development. Based in Westminster, The Amberley and Churchill Gardens, provide a space for young people aged 8-19 to take part in activities such as music production, sport and games, as well as development programmes such as healthy relationships, inclusion and diversity training. Bridging the gap between formal and non-formal education, we help young people learn about themselves, and others around them to create positive outcomes for their futures.

Our Vision

A better future for every boy, every man and everyone.

Our Mission

To inspire boys and men to become dynamic future men, by giving them the confidence to discover what it means to be a man.

MAIN PURPOSE(S) OF POST

As Youth Hub Support/Administrator you will be responsible for providing day to day administrative support to the Youth Hub in line with Future Men's vision, mission and values and Business Plan. You will have responsibility for co-ordinating building and equipment maintenance and supplies, record keeping and paperwork, and supporting the Operations Director and senior Youth Hub staff with administrative tasks, including events, reporting, communications and HR. You will be the central point for IT queries and administrative support and may co-ordinate the work of office volunteers (as required).

KEY RESPONSIBILITIES

1. Ensure a high quality Youth Hub physical environment, co-ordinating building repairs (not covered by the landlord), maintenance, cleaning and supplies.
2. Ensure equipment inventory, maintenance and supplies, including Youth Hub session equipment, photocopier and computers, in liaison with HR & Office Manager.
3. Monitor and maintain stocks of stationary, refreshments and Youth Hub activity supplies, in liaison with Operations Manager.
4. Take responsibility for and manage Petty Cash tin. Collecting receipts for all transactions, reconciling tin and submitting monthly returns to Finance.
5. Check staff expenses claims, ensuring receipts/evidence for all transactions and passing completed forms to the Operations Manager for approval.
6. Ensure maintenance of Youth Hubs electronic and paper filing systems and records. Includes Youth Hub policies and procedures, service user registration forms/records, session records/risk assessments, building/equipment/supplies records, team meeting records etc.
7. Provide support to staff around operational issue using IT systems, including Office 365 and monitoring and evaluation system (currently Airtable).
8. Support Operations Manager with the preparation of internal and external reports on activities/service users.
9. Support Operations Manager with external communications including web updates, social media posts, case studies.
10. Provide administrative support and co-ordinate planning of events and external meeting arrangements.
11. Carry out a broad range of administrative duties to support the Operations Manager and senior staff with the smooth and efficient running of the Youth Hubs, including taking and producing minutes for meetings as required,

handling post, photocopying, information gathering, proof reading and editing of documents and letters, travel and trips bookings.

12. Carry out other related duties as may from time to time be required to fulfil the mission of FM.

STANDARD CLAUSES

1. To personally prepare for and attend annual appraisals and supervision with your line manager.
2. To work within all of FM 's policies and procedures.
3. To act at all times in the interests of FM.
4. This role will require satisfactory DBS clearance.

PERSON SPECIFICATION

We require the post holder to be able to demonstrate all the person specification listed below to a high level. We will be looking for evidence of all these areas during the selection process.

1. Experience

- 1.1 Experience of working in an office/youth hub in administration.
- 1.2 Experience of using Microsoft Office 365.
- 1.3 Experience of working in a team.
- 1.4 Experience of updating databases.

3 Knowledge

- 3.1 Good knowledge of IT systems.
- 3.2 Good knowledge of databases.
- 3.3 Advance knowledge of Microsoft Office 365, including power point, word, excel and outlook.

4. Personal attributes:

- 4.1 Commitment to the vision, mission and values of FM.
- 4.2 Ability to work out of normal working hours when needed.

2. Skills and Abilities:

- 5.1 Ability to deliver to high standards.
- 5.2 Ability to communicate concisely both orally and in writing with a wide range of audiences.
- 5.3 Ability to maintain positive working relationships, based on self-awareness and openness to making personal changes.
- 5.4 Confidence, adaptability and stamina to rise to new challenges and deliver results.
- 5.5 Takes responsibility for own continuous learning and professional development.
- 5.6 Ability to use IT systems to support the achievement of personal and collective work goals.
- 5.7 Ability to source and develop new ideas and to implement and solve problems and bring about improvements to services and resources.