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ADMINISTRATION MANAGER

CANDIDATE INFORMATION PACK

**Contents**

## Background Information 2

## Job Description 5

Person Specification 8

Timetable and How to Apply 9

Contact details for more information 9

For more information about the
Network for Social Change, please visit

www.thenetworkforsocialchange.org.uk

**BACKGROUND INFORMATION**

**About The Network**

The Network for Social Change (NSC) was founded in 1986 and operates through both a charitable arm, Network for Social Change Charitable Trust (NSCCT) and non-charitable, Funding for Social Change (FSC Ltd). We are a group of around 120 individuals actively involved in funding organisations and projects that promote progressive social and ecological change, with capital we have made or inherited, or with earned income. The promotion of social justice and sustainability is central to our aims.

NSC has funded a wide range of projects, including Stop Climate Chaos, the Climate Coalition, Frack Off, The Choir with No Name, LifeMosaic, Peace Direct, In Place of War and Regional Asylum Activism, among many others. We look for leverage – projects where comparatively small sums of money can have the greatest effect, and often support organisations that struggle to find funding. The personal knowledge that Network members have of organisations, the fact that we are not raising money from the public, and the fact that we have a non-charitable arm enable us to support cutting edge ideas and activism. Our annual grant making amounts to well over £1.5 million a year, spread over 100+ projects.

We give our grants through three funding streams.

**FastTrack**: providing up to £7,000. There are four FastTrack funding rounds a year.

**Pools:** NSC has six interest groups, covering peace, environment, economic justice, human rights, arts and education, and health and wellbeing. Members of the interest groups work together, sharing knowledge and deciding collaboratively which projects to put forward for funding. There is one funding round a year in February and most grants are in the region of £15,000-£20,000.

**Major Projects**: NSC will typically have about 3 major projects running at any one time. A major project will focus on a particularly important and topical area of social/environmental change and will run for approx. 3 years, led by a small team of networkers. The Major Project teams work closely with the grantee organisation. We will raise typically £150 - £200k each year for each major project, and major project grants are paid out in annual instalments.

**How we work**

Members work collaboratively and help each other gain knowledge, confidence and experience as funders. The majority of our funding takes place at our two annual conferences in February and September, where networkers come together to share knowledge and ideas, plan, build our relationships and most importantly pledge money to our projects.

**About the Administration Manager role**

The Administration Manager is solely responsible for all aspects of admin for the NSC, which includes admin for our grant giving processes, two conferences each year, members admin, finance; they work closely with the Treasurer. They are also the public face of NSC and deal with external bodies, e.g. the Charity Commission, and sundry enquiries. They are currently the only employee on the payroll and operate with a very considerable degree of autonomy. They report to the Directors.

The details of the role are set out more fully in the Job Description but in summary, the key areas are:-

*Grant Administration* - is central to this role and the Manager ensures that decisions around grants are actioned; they are not responsible for identifying possible grantees. They must ensure that the grants cycle works effectively; that projects and organisations who receive funding receive good levels of communication concerning their grants.

*Conference support* - The Admin Manager is central to supporting our conferences (two per year). Each conference is organised by a team of members who work collaboratively with the Admin Manager to ensure that the bookings, finances, and communications with members run smoothly

*Annual events* - There is an annual cycle of events and organisational deadlines in order to meet legal and compliance requirements, for example with HMRC, the Charity Commission and Companies House. The Administration Manager takes responsibility for ensuring that this cycle is kept on track and delivered on time

*Financial responsibilities* - The Administration Manager works with the Treasurer and accountant and has a number of financial responsibilities.

*Database and website management* – The Administration Manager will be responsible for all aspects of managing and administering these areas. Some members are actively involved in IT, so there is membership support available, along with support from contractors.

*Members administration* – There will be substantial contact with members and supporting the membership around administrative processes is an important part of the role.

**About you**

Your career background is less important than your outlook and what you are looking for from your next role. This role offers the opportunity for a high degree of autonomous working. There will be little or no staff management, though the jobholder will work with various external contractors, e.g. IT and financial specialists. The Administration Manager will have substantial contact with a varied group of experienced and knowledgeable funders. It is a ‘one off’ position that offers considerable scope to enhance and develop how we work, and a great opportunity to connect with funders and learn about the challenges and opportunities offered in the funding world.

We set out a more detailed person specification below. However, what will be key is that you are:

* + Sympathetic to the values of NSC and our passion for social change
	+ a self-starter who is happy working alone and managing their own time
	+ extremely good at prioritizing your workload and attending to detail
	+ numerate and confident with spreadsheets and IT
	+ enjoy contact with a range of people and working with our members
	+ willing to go the extra mile when needed

Privacy is key to the members of the network and many of our members do not want to be publicly known as a member, or as wealthy. So, high levels of confidentiality and discretion are paramount in this role. As such the new postholder will need a separate and confidential space to work from and store data; the best way to manage this will be agreed with the successful candidate.

**Looking forward**

Our current Administration Manager has been with us for many years and has made an important contribution to the Network and we would not have been able to achieve what we have achieved without her. The new postholder will inherit a very organised and well-run administration function with strong systems and processes. There is nothing that needs “fixing” and there will be a planned and supportive handover process. There will be opportunities for the new Admin Manager to make changes; for example, someone who is keen on IT solutions could make the finance function paperless over time and look at other ways of utilising IT to enhance communications and benefit Network generally. We will be open to suggestions from the Admin Manager about how to introduce new ways of working, and we will ask the Admin Manager to help evaluate the viability of ideas we may have.

**JOB DESCRIPTION**

**Job Title:** Administration Manager

**Salary:** £35,000 to £45,000, depending on experience, plus excellent benefits

**Pension:** Employers contribution of 10%

**Holidays:** 20 days a year plus statutory holidays and 3 additional days to be taken in the December break

**Based:** Home or local office based[[1]](#footnote-1)

**Contract:** Full-time - 37.5 hours per week. There will be some flexibility in the execution of the hours

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| **THE ROLE**  |
| The Administration Manager is the ‘nerve centre’ of a funding organisation, the Network for Social Change (NSC). NSC is a values-driven organisation, and it is highly desirable that the job holder is sympathetic to these values. The Administration Manager will have extensive contact with network members, grantees and outside bodies (e.g. the Charity Commission, HMRC) and will be the main point of external contact for the organisation.  |

**KEY RESPONSIBILITIES**

**Members**

* Maintain confidential membership and subscription records, collecting subscriptions once a year and distributing contact lists on a regular basis
* Maintain all administrative lists (e.g. contacts, role holders, email groups)
* Provide various services to members as approved by the Directors to assist them in carrying out Company business

**Finance**

* Keep computerized books for both the Network for Social Change Charitable Trust and Funding For Social Change Ltd using the Network database and accounting software
* Liaise with Network’s accountant to provide all information required for the annual audit
* Collect and process all donations received via cheque or bank transfer
* Set up all payments including grants and expenses for Treasurer approval
* Perform monthly bank reconciliations and provide reports to the Treasurer and Directors as required
* Monitor bank accounts, setting up transfers between accounts as required
* Claim all Gift Aid tax refunds
* Work with an external company to administer payroll
* Assist the Treasurer in preparing the Charity Commission annual return and Network budget.
* Update bank signatories and Companies House paperwork as required
* Maintain a spreadsheet of key stats to assist with funding or other reports
* Provide financial information to external agencies such as banks or the National Philanthropic Trust (NPT) as required
* Act with care and confidentiality at all times when dealing with Network financial information. This includes being familiar with current scams and cybersecurity threats, and taking sensible precautions (training will be provided if necessary)

**Regulatory**

* Maintain a working knowledge of Charity Commission regulations and guidance, and act within these at all times when carrying out Network business

**Conferences**

* Prepare for the biannual conferences (September/October and February) including pre-conference communications, web updates, sending materials to the venue in good time
* Liaise with the conference organising committee and give such help as it requires, e.g. negotiating with venue management, budgeting, preparation of attendee lists, room allocations, etc.
* Attend conferences for a period agreed with the conference organisers (which may be up to four days from Thursday to Sunday)
* Collect conference fees, check venue bill is authorised before paying, collect payments if necessary
* Help with calculations of funds raised
* Produce post-conference communications and web updates

**Grant Administration**

**Pools and Fast Track Funding**

* Liaise with the Pools Convenors, Pools Facilitator, Fast Track Funding team, Charity Status Group, Directors and other role holders to ensure smooth running of the annual Pools funding cycle and 4 x Fast Track Funding rounds per year.
* Support members and applicants to apply for grants using the Network Online Grant Administration system (NOGA)
* Communicate with Directors regarding ratification of grants
* Advise grantees of their award and ensure their agreement to the relevant Company’s terms and conditions
* Issue grant evaluation forms and distribute completed forms to members as appropriate

**Major Projects (multi-year funding)**

* Assist with obtaining, banking, recording, issuing and monitoring of funds and provide transaction reports to the Major Project Coordinators or core groups as required.
* Communicate with Directors regarding ratification of grants

**Enquiries from the public**

* Act as first point of contact for members of the public or outside agencies
* Respond appropriately to unsolicited grant requests and other enquiries referring them to the appropriate Director or role holder as necessary

**Scheduling**

* Maintain the Network calendar on the website
* Ensure the various stages of funding administration are initiated promptly after conferences so that payment of grants is made as early as possible
* Remind members when they have deadlines to meet, and draw the attention of the appropriate role holder when there is a danger of deadlines being missed

**Database and website**

* Maintain the Network’s databases and website as required
* Ensure that administrative data and documents on the website are as accurate and up to date as possible
* Where outside technical assistance is required for developments or other problems, the Admin Manager will liaise with the appropriate Director or role holder
* Ensure that the integrity of Network’s data is safeguarded by subscribing to an online backup service and taking regular backups and keeping at least one copy off site

**Liaison with external professional agencies/contractors**

* Liaise with professional contractors engaged by Network to provide services such as database/web design or audit services

**Tickler Chart**

Most of the duties expected of the Administration Manager follow a regular annual cycle; these are itemised in a document called a "Tickler Chart", which shows when these duties are to be carried out, who any communication involved is with and its form, whether there is computer input involved, and so on. The Administration Manager is expected to follow the timings in this chart, update the timings at least once a year and agree them with the Admin Link Director, and add any new duties agreed or remove any abandoned. This should be done promptly as duties change, as part of the purpose of the document is to ensure that, should the Administration Manager need to be replaced for any reason (temporary or otherwise), the successor has a framework to work from. The Administration Manager should maintain other procedural documentation for the same purpose.

**Other Services**

The Administration Manager will provide other services as requested by and agreed with the Company.

**PERSON SPECIFICATION**

E = essential, D = desirable

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| --- | --- | --- |
| Experience, knowledge and experience | E | D |
| Experience of being a senior and responsible administrator | ü |  |
| Experience of bookkeeping | ü |  |
| Good working knowledge of MS Word and Excel | ü |  |
| Experience of using database systems, e.g. MS Access | ü |  |
| Knowledge of accounting systems, e.g. Sage |  | ü |
| A working knowledge of Charity Commission and HMRC regulations | ü |  |
| Skills, abilities and interests |  |  |
| Excellent attention to detail and the capacity to follow processes accurately | ü |  |
| Excellent interpersonal skills including listening, sensitivity, and empathy in wide variety of relationships and situations | ü |  |
| Ability to deal with confidential information with complete integrity | ü |  |
| Ability to follow an annual schedule in a timely and accurate fashion | ü |  |
| Ability to work on own initiative, managing own time and prioritising a workload which will have competing priorities  | ü |  |
| Good written and spoken English  | ü |  |
| **Attitudes and Approaches** |  |  |
| High level of personal responsibility and emotional intelligence  | ü |  |
| Empathetic with an open and curious approach  | ü |  |
| Confident, self-assured approach but knows when to ask questions and seek advice | ü |  |
| Flexible approach to work, with capacity to accommodate changes in processes | ü |  |
| A positive outlook with an ability to inspire confidence | ü |  |
| Able to accept and understand the values of others  | ü |  |
| Supportive and understanding  | ü |  |
| General | E | D |
| Willingness to travel throughout the UK for conferences (twice yearly) and occasional meetings | ü |  |
| Able to work flexibly including weekend and evening work occasionally | ü |  |

**TIMETABLE**

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| --- | --- |
| Deadline for applications | 15 February @ 10.00 |
| Screening interviews  | 27 February – 3 March |
| Panel interviews (via zoom) | 13 March or 16 March |
| Final interview (in person) | 20 March |
| Decision made & successful candidate notified | Late March |

**HOW TO APPLY**

If you would like to apply for the role, please send your CV together with a completed Application Form (from this link [App Form](file:///Users/allysondavies/Downloads/NSC-AM-App-Form-1.docx)) and Equal Opportunities Monitoring Form (from [EO Form](file:///Users/allysondavies/Downloads/EO_Form-5.doc)) by **10.00 on 15 February, 2023** to NSC@allysondavies-consultant.com.

**We value and respect all the differences that make us who we are, including:**

**age, cultural background, disability and mental health, ethnicity and race, gender, gender identity and expression, sexual orientation, and social background.**

**MORE INFORMATION**

If you want to discuss anything in more detail, please email ad@allysondavies-consultant.com, or call 07968 556 164 to speak to Allyson Davies.

**DATA PROTECTION**

The personal information that you provide will be used to process your application for employment with the Network for Social Change. Personal information about unsuccessful candidates will be held securely for six months after the recruitment exercise has been completed; it will then be destroyed or deleted. If your application is successful and you take up employment, the information will be used in the administration of your employment with us. It will be kept secure and will only be used for purposes directly relevant to your employment.

1. The postholder will require a confidential office space. They will also need to have storage space for some paper files and equipment (a filing cabinet, shredder, photocopier, some shelving, a desk, etc). The best solution for the new postholder will be discussed and support will be provided for them to set up an office base, either at home or in a nearby space. [↑](#footnote-ref-1)