

Administrator



- **Self-employed role with an initial 12-month contract**
- **9 hours per week @ £11.44 per hour (pay rise each April)**
- **Flexible hours**
- **Predominantly home working**

Let's BeFriends is a charity set up by the lived experience members of the Lancaster district Homeless Advisory Group: we operate in the district covered by Lancaster City Council and offer a befriending service for those who are homeless, at risk of becoming homeless or who are recently accommodated after a period of homelessness.

Our small team of staff is looking to recruit an administrator who is passionate about what we do and will support us to help our volunteers and beneficiaries to reach their true potential.

The ideal candidate will be a proactive individual with initiative, attention to detail, excellent written and verbal English language skills, tenacity and patience. You should be willing to turn your hand to whatever administrative support is needed, whether that's organising the training roster, maintaining records, reviewing reports, booking rooms or scheduling shadowing opportunities.

The role can vary each week but examples of the work may include:

- Working within and developing administrative systems across the organisation, maintaining paper and electronic records
- Gathering feedback from volunteers and beneficiaries
- Day-to-day support for the team in administration and ad hoc tasks
- Scheduling meetings, taking minutes and following up on actions
- Supporting the recruitment process - following up references; DBS applications, etc, and maintaining HR and training records
- Helping to maintain financial records/ support with accounting
- Monitoring and procuring cost-efficient contracts and equipment
- Working closely with the Line Manager, Project / Volunteer and Network Coordinators

- Ensuring feedback and evaluation outcomes are shared
- Creating case studies that can be used for promotion and funding
- Attending monthly staff meetings

About you:

- IT proficiency including competent use of social media, GSuite / google Docs and Microsoft Office
- Committed to and work within the values, aims, principles and policies of Let's BeFriends in which equality and diversity is embedded throughout
- Willing to give and receive objective feedback and challenge constructively
- Able to identify and share best practice
- Strong organisational skills
- Excellent interpersonal abilities, a problem solving "can do" attitude and a degree of flexibility are essential

Living locally would be a significant advantage and a driving licence would be useful. You will have occasional contact with our volunteers and beneficiaries so you will need to be supportive, understanding and sensitive to their needs. You will also be capable of liaising with a wide range of professionals as required. Training in key areas such as safeguarding will be provided.

A copy of our handbook, policies and procedures can be found on the "Get Involved" tab on our website here: www.letsbefriends.org.uk

This post is subject to an enhanced disclosure application to the Disclosure and Barring Service: if you are interested, please email your CV and a covering letter to lbflancastermorecambe@gmail.com or call Dusty Thomas for an informal chat on 07875025009.

Deadline to apply - 11.59pm on Tuesday 5th November 2024

Interviews to take place week commencing 11th November 2024



Registered Charity Number 1199161