

## **Classics for All – Administrator Job Description**

### **Administrator**

5 days per week. Salary £20,500 with 5% (pro rata) employer pension contribution.

Location: office (King's College Strand).

Job Description: You will spend four days per week on general administration, reporting to the Executive

Director, and one day per week on programme administration, reporting to the Programme Director.

The post holder would be expected to undertake the following duties:

### **Administration**

- Maintaining databases of existing and potential donors and supporters
- Provide administrative support for the grants programme including data entry and financial processing
- Acting as first point of contact for the organisation, by both phone and email
- Some PA duties including arranging travel and meetings
- Format and distribute board and committee papers
- Attend meetings and take concise and accurate minutes
- Manage office supplies and equipment and support staff on IT and technical issues

### **Donor support**

- Managing donor records and processing donations on Salesforce
- Supporting the Senior Philanthropy Manager in donor mailings and communication
- Processing donations and corresponding with some of our donors
- Overseeing and managing the Lawyers Group
- Administering CfA's annual Donor Recognition scheme

### **Events management**

- Making venue and catering arrangements within budget
- Liaising with speakers to develop briefing and promotional material
- Posting events on Eventbrite and on the website
- Promoting events and campaigns to targeted audiences
- Managing invitations, registration lists and nametags
- Organising event materials and managing volunteers at up to seven events per year
- Organising follow-up communications to event participants and audiences

### **Communications**

- Updating the website; contributing to Twitter, Facebook and other social media
- Supporting the Programme Officer in organising the biannual newsletter
- Distributing e bulletins and newsletters to targeted groups through Mailchimp (e-newsletter)
- Managing regular communication with Lawyers Group

## Person Specification

- An eye for detail and accuracy
- Adaptability within a small charity and small team
- An interest in classics and commitment to the mission of Classics for All
- A sense of humour
- An ability to balance priorities
- Capacity to learn new skills
- Educated to degree standard

## Skills

### Required

- Strong organisational, numeracy and administrative skills
- Good working knowledge of Microsoft Office including experience with mail-merge and a good understanding of Excel.
- Good written and oral communication skills
- Experience with Salesforce CRM; must be prepared to train if not knowledgeable, to become a super-user to support the team
- Adept at social media (including Facebook, Instagram, LinkedIn and Twitter)

### Desirable

- Experience of organising events
- Knowledge of Wordpress and Mailchimp (in-house training will be provided)
- Full time role, five days per week with some flexibility in hours.

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Salary basis £20,500 with 5% employer pension contribution.

### **How to apply:**

Please submit a CV and supporting letter describing why you are best suited to this job. Email [info@classicsforall.org.uk](mailto:info@classicsforall.org.uk), subject line 'Administrator Application'.

**Closing date:** Completed applications should be returned to us before 12 noon on Wednesday 24 October 2019.

**Interview Schedule:** Classics for All will contact shortlisted candidates by Monday 28 October to arrange interviews on Wednesday 30 October.

Classics for All: [www.classicsforall.org.uk](http://www.classicsforall.org.uk)

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