

Job Title:	Projects Administrator
Accountable to:	Programme Manager
Conditions:	
Hours of work:	35 hours per week
Base:	London (Vauxhall) with some home-working available
Salary:	£25-28,000 pro rata depending on experience
Contract:	Fixed Term Contract until end Jul 2021
Annual Leave:	22 days pa pro rata

The Charity:	<p>The Just Finance Foundation, seeks to create a fair financial system that serves the whole community, where everyone has access to responsible credit and savings, and other essential financial services. JFF works with schools, communities, the banking sector, policy makers and regulators, to promote good money management and increase access.</p> <p>Near Neighbours is part of the same group of charities. The Near Neighbours programme brings together those who are near neighbours in communities that are religiously and ethnically diverse, so that they can get to know each other better, build relationships of trust, and collaborate together on initiatives that improve the local community they live in.</p> <p>Both Just Finance Foundation and Near Neighbours are independent charities and subsidiaries of the Church Urban Fund</p>
The Role:	<p>The role will work seamlessly across both programmes (we all share an office and operate as one team) supporting programmes including Catalyst, our Youth Leadership Programme, Lifesavers and Milo's Money, our children's financial education programmes, Covid Cash Recovery, our community-delivered financial education sessions for adults and our small community grants programme. This is a hugely varied role, incorporating grants administration, delivering online training sessions, social media and communications, website updates, database maintenance, finance admin.</p>

Principal responsibilities include:

Co-delivering engaging online training and information sessions to staff and volunteers from community groups and organisations

Liaising with schools and handling queries relating to our education programmes

Supporting grant monitoring requirements, ensuring evaluation forms are processed effectively and the relevant data is captured and reported on

Collating information for the finance team to ensure the timely payment of grants.

Booking course trainers/facilitators and co-ordinating leadership training sessions, maximising attendance

Running and disseminating reports on performance and feedback from our databases

Post updates to the JFF, LifeSavers and other websites and outlets as directed, including promoting courses.

Writing and creating Twitter and Facebook posts to raise awareness of our work and connect it to key influencers and debates, liaising with key staff on content

Arranging the collation and distribution of programme materials to schools, attendees, partners etc

Designing flyers and promotional materials using appropriate software
Drafting reports and assisting with research for programme content
Taking occasional meeting minutes and supporting the finance function with data entry

Person Specification – Projects Administrator	
ESSENTIAL	DESIRABLE
Education and Training	
Educated to Degree Level or equivalent	
Knowledge and Experience	
At least 1 year's experience in an administration, project support or training role	Experience in the charity or education sector, ideally in a service delivery or community context
Experience of writing communications for an external audience	Experience of delivering community or education projects with a network of partners
Experience of working with databases and content management systems	Experience using Salesforce
A knowledge of issues associated with poverty and inequality particularly in relation to debt and financial distress	Experience of using graphic design and/or animation software
	Knowledge of the major world faiths, particularly in a UK context
Skills and Attributes	
Self-motivated with a demonstrable ability to learn and develop new skills	
Able to work on one's own initiative whilst also being a collaborative team player	
Strong planning, time management and organisational skills	
Excellent interpersonal and communication skills, both written and oral, able to relate effectively to a wide range of people	
Able to embrace change, innovating, adapting and responding creatively to challenges and opportunities	
Excellent IT skills - proficient in Microsoft Office, Power Point, the use of databases, simple Excel sheets, updating websites, use of social media and able to quickly pick up new systems	
Ability to manage a varied workload	

To apply, please send an up to date CV and no more than 2 page covering letter outlining your relevant skills and experience, relating to the listed responsibilities and person specification to: Sarah Wallace Email: HR@cuf.org.uk

Closing date: Friday 20th November

Just Finance Foundation and its parent company, CUF, are equal opportunity employers and value diversity.