



Joseph Levy Foundation

Administrator

(part-time: fixed term contract)

Recruitment Information

Introduction:

Thank you for your interest in working with the Joseph Levy Foundation (JLF). This pack contains:

- Background information about JLF;
- The Administrator Job Description and Person Specification;
- A summary of the terms and conditions for the post;
- Details of how to apply.

About the Foundation:

JLF is an independent grant-making charity. We make grants to support a range of charitable causes in the UK and Israel. We are currently focussing our support on a small number of topics including young people experiencing disadvantage, and Cystic Fibrosis. We have a turnover of around £900,000 each year.

We are based in London, close to Edgware Road tube station.

Our work is overseen by a Board of Trustees and we have a small staff team of 3 – including this post of Administrator.

We are currently going through a re-organisation and we are looking to recruit someone on a fixed term contract to provide administrative support to the Foundation during this period of change.

About the role of Administrator:

A key part of a small team, the Administrator supports colleagues by ensuring the smooth running of the office and often being the first point of contact for visitors and callers.

The Administrator role is varied and has regular contact with external and internal stakeholders. The successful candidate will provide outstanding customer service and be able to prioritise their workload effectively. We are looking for someone who has paid or unpaid experience in an admin role and who is used to working in a small team. You will need to have a good knowledge of office systems and strong IT skills as well as good organisational skills and excellent attention to detail.

The role will provide an opportunity to learn about grant-making and might suit someone interested in moving on to a full-time grant-making role elsewhere in future.

The full Job Description and Person Specification are set out below.

Salary:

The salary for the post is £13,750 (£27,500 full time equivalent).

The Foundation provides a workplace pension scheme into which all staff are automatically enrolled. Staff can choose to opt out of the scheme.

Type of employment

The position will be on a fixed-term contract for a period of 12 months – beginning in April 2022.

The post is half-time (17.5 hours per week). We would like the postholder to work in the office for at least part of the day on Tuesdays and Thursdays. However, there is some flexibility about the working pattern, with the possibility of some home working.

The postholder is entitled to 12.5 days annual leave each year plus bank holidays.

All candidates must be eligible to work in the UK and the successful candidate will be required to provide documentation to prove that they fulfil this requirement.

Please note that our current offices are not wheelchair accessible.

How to Apply:

To apply for this role, please send us:

- your up-to-date CV.
- and
- a letter telling us:
 - why you are interested in working with us;
 - how you meet the requirements of the role and the person specification.

The letter should include details of 2 referees. We will only take up references if you are offered the position.

Please email applications to JFitzpatrick@jlf.org.uk by no later than midnight on Sunday 3 April 2022.

Interviews will be held at our office on Tuesday 12 April 2022. If that date is difficult for any shortlisted candidates, we will try to agree an alternative interview date with them.

The Joseph Levy Foundation values equality and diversity, and welcomes applications from suitably qualified candidates from all sections of the community.

Further Information

If you require any further information or you would like to discuss anything in more detail, please contact the Foundation's Director, James Fitzpatrick by phone (020 7616 1200) or email at JFitzpatrick@jlf.org.uk

Data Protection

The personal information that you provide will be used to process your application for employment with the Joseph Levy Foundation. Personal information about unsuccessful candidates will be held securely for 6 months after the recruitment process 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.

Joseph Levy Foundation

1 Bell Street
London NW1 5BY
www.jlf.org.uk

Joseph Levy Foundation is a registered charity.
Registered in England and Wales as a charitable incorporated organisation
number 1165225

JOSEPH LEVY FOUNDATION

ADMINISTRATOR

Job Description

Accountable to:	JLF's Director and through her/him to the Trustees of the Joseph Levy Foundation (JLF).
Usually Based at:	JLF's office (1 Bell Street, London NW1 5BY).
Working Hours:	17.5 hours per week (2½ days per week), with some flexibility about the working pattern and the possibility of some home working.
Salary:	£13,750 (£27,500 full-time equivalent).
Pension:	JLF matches pension contributions at 4% of pensionable earnings.
Holiday:	12.5 days holiday per year plus bank holidays.
Contract:	1 year fixed term.

About JLF:

The Joseph Levy Foundation is an independent charitable grantmaking trust. We are able to fund any charitable activity, though we have always had a particular interest in supporting children and young people. We aim to make a positive difference in the lives of people experiencing disadvantage.

JLF has a turnover of around £900,000 per year, and a team of 3 paid staff and a Board of volunteer trustees.

We have been going through a period of significant change, and we are now looking for a new team member to support our work whilst we complete that change process over the next 12 months.

This role will suit someone who is personable, has a can-do attitude and enjoys working as part of a small team.

You can find out more about our work at: www.jlf.org.uk/

Purpose of the job:

JLF's Administrator is responsible for the efficient running of JLF's general administration and office location. You will provide administrative support to JLF and its people, including maintaining office systems and providing facilities management for the premises.

Main responsibilities:

- 1) To provide administrative support to the Foundation, including typing, record keeping/filing, preparing papers, organising meetings and maintaining the office diary.
- 2) To be responsible for the day to day running of the JLF office and equipment, including maintaining adequate stocks of stationery and refreshments.
- 3) To maintain JLF's office systems - both paper files and computerised records.
- 4) To maintain records of JLF's grants, both paper records and computerised records (Salesforce).
- 5) To deal with grant enquiries including liaising with applicants and processing applications and payments.
- 6) To draft own correspondence and responses.
- 7) To write and compile reports including statistical reports.
- 8) To be responsible for the opening and recording of mail, and dealing with outgoing mail.
- 9) To welcome all visitors to the office, including guests and deliveries.
- 10) To receive and deal with telephone enquiries and emails.
- 11) To deal with incoming and outgoing money, including raising and banking cheques, processing online payments, maintaining computerised records and handling petty cash.
- 12) To service and attend meetings, take minutes, prepare and distribute papers.
- 13) To be responsible for the facilities management of the office, including:
 - Health & safety
 - Compliance with fire safety regulations
 - Security
 - Liaising with the landlord and other occupiers of the building as required.
- 14) To update and maintain JLF's website, as well as preparing statistical reports on its use.
- 15) To liaise with Trustees and family members.
- 16) Any other duties of a similar nature that may be required.

Person Specification:

- 1) Experience of working in an administrative role (paid or voluntary), ideally in the charity sector.
- 2) Can-do attitude, flexibility and ability to work alone or in a team.
- 3) Good levels of literacy, numeracy and accuracy.
- 4) Good organisational skills and the ability to prioritise and meet deadlines.
- 5) Excellent communication skills, both spoken and written.
- 6) Initiative and ability to work unsupervised and under pressure.
- 7) Proficient IT skills including Word, Excel, Powerpoint. Familiarity with a database such as Salesforce would be desirable.

We are committed to building a diverse workforce. As part of this commitment, we welcome applications from people from all backgrounds.

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