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**Administration Officer**

**Role reports to:** CEO of YPF Trust

**Location:** London or Manchester

**Hours:** 24 hours per week

**Salary:** £26k per annum, pro rata

**Job description**

YPF Trust believes in the power of collaboration – we support local groups, organisations and individuals to come together to make a difference in children and young people’ lives. We provide advice, support and resources to empower local areas, enabling them to meet need and do what they want to do.

Over the coming year, we will develop work across England, supporting a growing network of local partnerships. We have big ambitions for our work and want to grow our team to meet our ambitions.

The Administration Officer post will provide high-quality business and operations support across the charity, ensuring our systems and processes can deliver effectively and efficiently.

The post holder will develop and maintain systems to monitor the delivery of YPF Trust’s full range of activity, working closely with the CEO, Head of Partnerships, and finance support.

We are looking for a motivated individual with excellent communication and organisational skills, highly numerate, and confident in written English. You will be professional, energetic, and enthusiastic in promoting and upholding the charity’s values.

There is ample scope for an ambitious, creative, and organised person to develop in this post and with YPF Trust.

**Main Tasks and Responsibilities**

1. Lead the development and implementation of systems and processes across the charity, including business operations and planning, HR, membership, finance and data management
2. Ensure that the office (physically and virtually) runs smoothly and efficiently, ensuring all aspects of YPF Trust’s work is supported through adequate resources (e.g. office supplies and equipment) and accurate information
3. Support the CEO, Head of Partnerships, Treasurer, and finance support staff in exercising appropriate financial controls, contributing to budgeting and business planning, working on spreadsheets
4. Manage systems and processes for the secure storage of data and compliance with data security requirements, monitoring progress and reporting risks
5. Support with HR administration tasks, including: supporting recruitment processes, tracking leave and absence, preparation of trustee induction materials
6. Support the CEO and Head of Partnerships in revising and embedding a strong, effective and engaging member offer across the YPF network
7. Support the CEO and Head of Partnerships in a programme of engagement in new local areas and development of new Young People’s Foundations
8. Assisting with drafting or formatting documents, liaising with team members and ensuring actions are recorded and carried out
9. Work with the team, partners and providers to deliver and support a range of external events and activities with a focus on partner engagement, championing children and young people and private sector partnerships
10. Attend meetings with stakeholders and partners as a representative of YPF Trust
11. Provision of direct support to the CEO when required (preparation and distribution of materials for YPF Trust’s Board, planning and scheduling of meetings and minute-taking)
12. Other administrative duties from time to time are required to support the start-up and development of this small charity
13. Promote YPF Trust’s values of collaboration, ambition, inclusivity, innovation and creativity, and lead by example

**Personal Specification**

**Essential**

* Good level of written and verbal communication and interpersonal skills
* Attention to detail
* Ability to prioritise & work across multiple projects with strong project management skills
* Good knowledge of Microsoft Excel, Word, and Outlook is required
* Good knowledge and experience of virtual meeting platforms like Zoom and MS Teams
* Promote equality and value diversity in all working relationships
* A commitment to safeguarding and promoting the welfare of children and young people
* Travel across England as required (taking into account personal circumstances e.g. childcare commitments)
* Able to work flexible hours to meet business needs, including occasional late meetings

**Desirable**

* Use of database and CRM systems
* Creative skills and innovative ideas
* An understanding of the voluntary sector
* Interest in children and young people having the best start in life