



Position Charity Administrator

Responsible to CEO

Hours 10-15 hours per week dependent on the availability and requirement of the right candidate.

To be worked over two or three weekdays (these days/ hours per day can be negotiated and flexible working is available)

Salary £24,000 Full Time Equivalent

Contract Type Permanent

About The Suit Works The Suit Works helps unemployed people across the region into employment by offering a personal styling service, free smart wear and confidence building sessions.

Individuals are referred to our service by public bodies, charities and other organisations when they have the offer of a job interview, new job role or apprenticeship placement.

We have seen around 1400 clients since we were founded. As we continue to grow, we have created a role that will assist the team with the day to day running of the charity.

www.thesuitworks.co.uk

Summary This is a new role that presents a unique opportunity to shape and grow with the charity. The Charity Administrator will have the chance to contribute ideas and play a role in in the development of The Suit Works. The successful candidate will be instrumental in establishing efficient administrative processes and contributing to the overall success of the charity.

As a flexible employer, we are open to working patterns that suit both the right candidate and the needs of the charity. There may also be an opportunity to increase hours as the role expands and evolves over the coming years (funding dependent).

The role is designed to provide professional and efficient administrative support to The Suit Works, ensuring effective running of the charity office and daily business.

Main Duties **General**

- Day to day administrative tasks within the charity, ensuring efficient operations
- To provide administrative support to the CEO
- To develop administrative processes and enhance the overall efficiency of the charity
- Manage correspondence, emails, and communications to support effective internal and external communication
- Maintain accurate records
- Collaborate with team members to assist in various projects such as fundraising and networking events
- Provide support to staff and volunteers as needed



Referrals

- Managing the client diary and the referral system
- Booking and confirming appointments with clients
- Updating and managing the client database
- Collating client feedback and case studies
- Welcoming clients to their appointments
- Liaising with referral agencies

Other:

- Occasionally attending events/exhibitions to represent The Suit Works
- Assisting in the creation of content for social media
- Provide administrative support to the Board of Trustees
- Any other duties that support the CEO

You Will Demonstrate

- Proven experience in administrative roles
- Strong organisational and multitasking skills with attention to detail
- Excellent written and verbal communication abilities including being able to adapt communication style to different stakeholders.
- Excellent IT skills, including use of Microsoft Office and Google Drive
- Ability to work collaboratively and independently as needed
- Efficient Time Management skills
- A track record of developing administrative processes
- A positive approach to dealing with external contacts and clients
- Be trustworthy, reliable, flexible and adaptable

Desirable but NOT Essential

- Experience of working in the charity/non-profit sector
- Experience of maintaining administrative processes in accordance with the laws and regulations associated with the Charity Commission.
- Experience of basic website maintenance (word press) and social media platform scheduling
- Experience of minute-taking

What We Can Offer

- Flexible Working
- Contributory Pension Scheme
- Annual Leave/Sick Pay (to be calculated when working pattern is confirmed)
- Training and Development Opportunities
- Access to Charity Discounts



Important Information for Applicants

Thank you for your interest in a role with The Suit Works. Should you need any further information on our charity please have a look at our website www.thesuitworks.co.uk

- **Closing Date:** Monday 1st April 2024 at 5pm
- **Interviews:** These are scheduled for week beginning 8th April 2024. Whilst we will inform you of the date and time initially, we are flexible for individuals that may have other commitments on certain days.
- **Equal Opportunities:** The Suit Works is committed to providing equal opportunities for all job applicants and employees. We strive to create an inclusive and diverse workspace, where individuals are valued for their skills and talents. All recruitment decisions are based on merit, and we welcome applicants from all backgrounds to contribute to our mission of empowering individuals back into the workplace.
- **Please return your form to:** info@thesuitworks.co.uk