

## Senior Administrator and Company Secretary

**21hrs p/w - £15,300 (£25,500 FTE) per annum**

### Job details

CFO invite applications for the above post.

CFO is a community development charity which helps communities and individuals to identify issues that affect them and find their own solutions. We support and advise, using the principles of Asset Based Community Development, many volunteer-led actions in Oxfordshire. We think that stronger, more sustainable communities are built using the skills and gifts that people already have. CFO is a membership organisation and runs three different membership and affiliation schemes.

**The Senior Administrator will manage the smooth running of the office, take a lead on CFO communications, and provide creative and proactive support to the joint CEOs and the Board of Trustees. The Senior Administrator will also support the bulk oil buying scheme and the members of that scheme along with the part time administrative assistant. A key feature of this important role is that it includes being the Company Secretary for CFO.**

### What we're looking for

**We are seeking a highly organised person with a range of skills, a flexible approach and a can-do attitude. You will need to enjoy working with all sorts of people, have great communication skills and be diplomatic, with an ability to take the initiative when opportunities arise. Training and support will be offered for specific types of projects and services – you don't need to be an expert in everything! Support will also be given by the two joint-CEOs.**

### Equity, Equality, Diversity & Inclusion

Community First Oxfordshire is committed to challenging inequality and values the diversity of our communities in Oxfordshire. We recognise that reflecting that diversity will only ever make our organisation better. We encourage applications from people of all backgrounds. If you want to talk about this or the role then please don't hesitate to get in touch with us.

The following are attached:

- Annex A - Job description and person specification
- Annex B - Brief details of conditions of employment
- Annex C - CFO mission and website

### How to apply

Applications should be made on the separate application form (including the names and addresses of two referees) and sent to Emily Lewis-Edwards at:

- [emily@communityfirstoxon.org](mailto:emily@communityfirstoxon.org) or send to Community First Oxfordshire, Worton Park Farm, Worton, Witney, OX29 4SU
- For an informal discussion about the post please contact Emily (email above or phone 01865 883488)
- **CLOSING DATE FOR APPLICATIONS – 8PM, 28 NOVEMBER 2021**
- **INTERVIEWS – FROM 30 NOVEMBER 2021**

# ANNEX A

## JOB DESCRIPTION AND PERSON SPECIFICATION

### Senior Administrator

Supporting and promoting the smooth running of Community First Oxfordshire.

- **Salary:** £15,300 (£25,500 FTE) per annum
- **Hours:** 3 days a week (21hrs a week)
- **Location:** Worton Park office - we have a blended work policy and are happy to discuss the best balance of working from home and working at the CFO offices.
- **Contract length:** permanent
- **Accountable to:** the Board of Trustees and Emily Lewis-Edwards, Joint CEO, Community First Oxfordshire

### Job purpose

The Senior Administrator will manage the smooth running of the office, take a lead on CFO communications, and provide creative and proactive support to the joint CEOs and the Board of Trustees. The Senior Administrator will also support the bulk oil buying scheme and the members of that scheme along with the part time administrative assistant. A key feature of this important role is that it includes being the Company Secretary for CFO.

### Main Duties

- Support the smooth running of the office by managing the IT, phones and internet systems and all associated contracts linked to the running of the offices.
- Act as the main point of contact for telephone calls, emails, requests and for visitors to the offices.
- As Company Secretary, ensure compliance with the CFO Articles of Association.
- Organise, support and take minutes of our bi-monthly Board of Trustee meetings and separate Finance Sub-Committee meetings (these meetings include confidential and sensitive matters).
- Lead on and update all policies and procedures, and update the staff and board handbooks when required.
- Oversee the preparation and running of the CFO AGM, away days, conferences and other events.
- Oversee the production of the CFO Annual Report, the CFO Finance Statement and other reports, as required.
- Support the bulk oil buying scheme members and CFO memberships with the part-time administrative assistant.
- Lead on CFO communications by drafting bi-monthly news updates, maintaining up to date information on the CFO website, Twitter and Facebook pages. You will keep abreast of local and national key information to promote to our members and on our website.
- Maintain HR files and records and provide administrative support for recruitment and other HR processes resulting from recruitment.
- Complete and submit statutory reports and returns as part of your role as the Company Secretary.

### Other Duties

- Behave in accordance with CFO policies and values.
- Ensure work is completed on time and to a high standard.
- Liaise with key stakeholders and ensure they are kept informed of progress.
- Prepare clear, concise and accurate reports.
- Represent CFO at meetings with external partners.
- Comply with CFO's monitoring and recording requirements.
- Work co-operatively with other members of staff and partner organisations.
- Take part in organisational and personal training as required.
- Undertake such other duties as consistent with the purpose and level of this post as may from time to time reasonably be required by your line manager.

**PERSON SPECIFICATION: SENIOR ADMINISTRATOR**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to at least A Level/NVQ Level 3 or equivalent or above</li> <li>• GCSE in English and mathematics at Grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>• Further/ Higher Education qualification in a relevant subject</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Running an office in an effective and proactive way</li> <li>• Providing a secretariat function to a Board of Trustees/ Directors including organisation of and preparation for meetings and clear and accurate minute taking</li> <li>• Working with sensitive and strictly confidential information across the organisation and external partners</li> <li>• Working effectively in a team</li> <li>• Working effectively on own initiative</li> <li>• Working with all sorts of people from different backgrounds and cultures</li> <li>• Gathering content and producing impactful communication materials</li> <li>• Managing and monitoring projects and reporting to varied stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Working with the voluntary and charity sector</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Thorough understanding of good practice and effective office procedures and processes</li> <li>• Understanding of how to communicate and maintain good working relationships with senior representatives from local, regional and national organizations and oil member customers</li> </ul>	<ul style="list-style-type: none"> <li>• Essential good practice HR policies, procedures and systems</li> <li>• Understanding Quality Standards</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent IT skills (and self-help IT skills)</li> <li>• Very good written and verbal communication skills</li> <li>• Good representational and presentational skills</li> <li>• Maintaining the highest level of customer service and attention to detail</li> <li>• An ability to prioritise and manage time effectively</li> <li>• Diplomacy and patience</li> <li>• Ability to handle challenging situations, people and projects</li> </ul>	<ul style="list-style-type: none"> <li>• Project management skills</li> <li>• Proficient in Microsoft 365 (Cloud-based), Outlook and applications such as Access</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Willingness to work at the office</li> <li>• An ability to work from home with good access to broadband, if required.</li> <li>• A full driving licence and access to a car with adequate insurance for use in the course of work</li> <li>• Willingness to attend evening and occasional weekend meetings if necessary</li> </ul>	

# ANNEX B

## Senior Administrator – Details of Employment

- **Employer:** The employer is Community First Oxfordshire (CFO), which is registered as a charity (no. 900560) and as a company limited by guarantee (no. 2461552).
- **Location:** The post will be based at the CFO offices with flexibility of working from home.
- **Hours of Work:** 21 hours per week. The post may involve work commitments outside normal office hours. Time off in lieu of out-of-hours working will be allowed.
- **Salary:** £15,300 per annum (£25,500 FTE)
- **Duration of Employment:** permanent
- **Starting Date:** To be agreed with successful candidate.
- **Pension:** There is a pension scheme available (minimum contribution by employee is 5% of salary to match a 5% contribution by the employer).
- **Travel Expenses:** Expenses for journeys carried out whilst on CFO business will be paid in accordance with CFO's rates and within the budget allocated.
- **Holidays:** The annual leave allowance for a full-time worker is 28 working days in addition to public holidays. Three of these days are to be taken during the period between Christmas and New Year when the office is closed to the public. The annual leave allowance rises to 33 days after five years of continuous service. If you work part-time you will receive a pro rata entitlement.
- **Equity, Equality, Diversity and Inclusion (EEDI):** CFO has an EEDI policy.
  - Termination of Appointment: all terms of employment are subject to satisfactory performance of duties during a probationary period, which will run for three months from the date of appointment. Thereafter notice periods on either side will be as follows: Under 3-months-service - 1 week; From 3 months up to the end of 8-years-service - 2 months.
- **Membership of Other Bodies:** The appointee may not serve as a member of a local government or public body or any organisation connected with the work of CFO without first obtaining written permission from the CEOs.

# ANNEX C

## COMMUNITY FIRST OXFORDSHIRE

### CFO vision and mission

**Strong, diverse, inclusive, and thriving communities**

**Supporting communities to find solutions to their planning, housing, social action, and service needs. Promoting positive change for all.**

Further details of our organisation and its work can be viewed on our website: [www.communityfirstoxon.org](http://www.communityfirstoxon.org)