

# edventure

## Frome

Hi,

we are looking for a new team member from the beginning of December 2018. Thank you for taking the time to explore this opportunity. Below you'll find (1) the job description, (2) person specification, and (3) details on how to apply.

### 1. Job Description

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#### The basics

**Role Title:** Edventure Administrator

**Type of Contract:** Permanent position, 3-month trial period.

**Hours of work:** Approximately 20 hrs week - 90 hours / month - ideally 4 hours/day.

**Starting Salary:** £8.75 / hour (Approx. £787.5 per month plus pension contributions).

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#### Purpose of the Role

To enable Edventure and our shared office (the Welsh Mill Hub) to grow by administrating our day-to-day operations in a steady and conscientious way.

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#### How we work at Edventure

Edventure is still a young social enterprise, which means that it changes forms and can be quite dynamic and fast-paced. What gives it direction is our mission, principles of working, and our commitment to work things out together. Every member of staff is invited to use their initiative to improve what we do and input into the strategic decisions made by our board. The Administrator will join the yearly strategy days, weekly core-team meetings, and team days.

The administrator will be inducted by Lisa, our current office manager who is being promoted.

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## Tasks related to the Role

### **Workspace administration**

This part of the role is about making our shared office (The Welsh Mill Hub/Remakery) a professional, clean and well run workspace and organisation. Tasks include:

- Managing and updating existing members and users of the Welsh Mill Hub
- Managing bookings and setting up meeting rooms
- Looking after IT and office facilities - Internet, printer, tea station, recycling.
- Food hygiene / fire safety officer
- Maintaining and making improvements to the workspace.
- Keeping facilities to a high standard, including some cleaning.
- Impact admin (i.e., completing monthly impact input)

### **Course & marketing administration**

This part of the role is about supporting our courses. Tasks include:

- Student support
- Course paperwork
- Answering phones and responding to email inquiries
- Marketing & recruitment administration
  - Completing marketing actions (listings, posts)
  - Distributing print materials

### **Financial Administration**

This part of the role is about administrating Edventure's finances so that all our projects can run efficiently. Main tasks include:

- Paying invoices and wages; banking cheques and donations; book-keeping
- Managing online systems, including Kashflow, Coherent and GoCardless, and petty cash.

### **Other tasks**

Tasks outside this job description will be required as Edventure is a small organisation, including executive support related tasks.

## 2. Person Specification

We don't require official qualifications, but are looking for experience, skills, qualities, and motivation. The administrator will be the first person many people will meet when getting in touch with Edventure, and we are looking for someone who can represent our work and values.

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### Qualities & Skills

- Personable
- Good IT skills
- Attention to detail
- Being organised, structured and a very good communicator (written & spoken)
- An ability to manage time and workload in order to be able to deal with tasks swiftly and effectively
- Wanting to make a difference to our community and the lives of young adults
- Enjoy meeting new people and making connections
- Ability to use initiative and be self-motivated
- Ability to manage multiple tasks while staying focused
- Hands on and practical approach
- Knowledge of Frome
- A desire to create a beautiful, creative and tidy workspace

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### Desired Experience

- Working in an office environment, and handling a wide range of administrative and executive support related tasks.
- Helping to grow a business, or starting up initiatives / projects (for example, event administration)
- Managing business systems - including bookings, stock, accounting, outreach operations e.g.
- Marketing, selling services, and communications
- Being responsible for a budget

### 3. Application process

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#### Written application

Please send your CV and cover letter to [lisa@edventurefrome.org](mailto:lisa@edventurefrome.org) until November 20th 2018. The cover letter should include examples of your experience that is relevant to the role, and your availability on a typical week.

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#### Feedback

We will call or email you on November 21st to invite you for an interview the following Monday.

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#### Interview

First stage interviews will be held on Monday November 26th from 10am at Edventure. Potential second stage interviews will be held on Tuesday November 27th.

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#### Start

The Job will start as soon as possible in December.