



Position: Administrator

Applications must be received by
12pm on 18th September 2020

Interviews to be held week
commencing 28th September 2020

The Fred Bulmer Centre, Wall Street, Hereford HR4 9HP Reg. Co: 04468139 Reg. Charity: 1094935

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PATRONS: The Dowager Countess of Darnley, Lord Lieutenant of Herefordshire.
The Right Reverend Bishop of Hereford.

About Herefordshire Community Foundation

HCF is a grant-awarding charity helping local voluntary and community groups. Our aim is to make a real difference to the lives of vulnerable, isolated and disadvantaged people in Herefordshire by making it easier for people who care to help people in need. We do this by setting up personally named local giving funds for companies, individuals and families. We also administer national programmes such as the National Emergencies Trust which is currently giving out grants to charities and groups helping with the Coronavirus crisis.

Vision, Mission and Values

HCF exists to provide a service to potential beneficiaries and donors in the whole community. We connect those who care with causes that matter. We aim to provide a spontaneous service so that, when quick response is required, we can provide it.

Our Vision

To continue to create and develop active and vibrant local communities in Herefordshire, and elsewhere when given responsibility, which are supported by effective, independent and sustainable grant-making and local philanthropic giving for disadvantage and public benefit.

Our Mission

Through our experience and expertise, we provide grant making and fund management services. We promote and develop local philanthropy and provide a vital link between donors and local needs. We also try to identify emerging needs and put solutions in place to service them.

Conditions of Employment

Job Title:	Administrator.
Hours:	12 hours per week.
Contract:	Permanent.
Salary:	£19,760 per annum (pro-rata).
Pension:	5% contributory pension (if eligible).
Holidays:	20 days per annum in addition to public holidays (pro-rata).
Location:	The position will be based at the HCF's office in Hereford.
Probationary Period:	3 months.

Role Review

This is an important role within HCF where we support hundreds of organisations applying for funding each year. For the right candidate they may also have an opportunity to be involved in a number of other key initiatives HCF may undertake. The role will mainly involve supporting the Grants Officer as well as working closely with other colleagues in the office. The Administrator will report to the CEO.

Key Duties and Responsibilities

The specific responsibilities of the Administrator include:

1. Managing and administering all aspects of social media on a weekly basis to include:
 - Facebook
 - Twitter
 - all other social platforms
2. Assisting the Grants Officer with the processing and administering of grant applications to include:
 - entering applications onto Digits2 Record Management System. Training in this software will be given.
 - assessing applications against fund criteria.
 - carrying out due diligence checks on applicants including contacting references, the Charity Commission and Companies House.
 - drawing up application summaries and recommendations for the fund panels and HCF Board of Trustees.
 - liaising between the fund panels and HCF Trustees.
3. Assisting the Grants Officer with the monitoring of end of grant information to include:
 - ensuring end of grant forms are received within the correct timescale.
 - assessing and evaluating the outcomes of grants.
4. Carrying out all office administration as required.
5. Undertaking any duties not included in the above description in order to facilitate with the smooth running of HCF. Such duties will be within the employee's skill set and support or training will be provided.

Other responsibilities of the role include:

1. Being an ambassador for the work of HCF by demonstrating its values on the delivery of its work.
2. Working closely with the other members of the team to ensure that HCF achieves excellence in grant-making and all its operational aspects.

3. Operating flexibly within a small team to ensure a focus on excellent service and working relations.
4. Representing HCF externally as required.

Person Specification

Knowledge, skills and experience required, to be demonstrated when applying and at interview, include:

1. Experience of working in an office and/or charity environment.
2. The ability to process information accurately.
3. The ability to maintain confidential and sensitive information.
4. Good literacy, communication and presentation skills.
5. A professional and confident manner.
6. Conscientious, reliable and methodical.
7. The ability to manage workload to tight deadlines.
8. Computer literate (Office 365, Word, Excel etc.) and a capable self-starter.
9. A strong commitment to the values of HCF including equal opportunities.
10. Enthusiasm, flexibility and the ability to cope under pressure.
11. A good team player who is able to support colleagues.
12. A willingness to undertake occasional evening and weekend duties.

Desirable attributes include:

1. An understanding of the needs in the county of Herefordshire.
2. An understanding of the voluntary sector.
3. A familiarity with legal and financial requirements for charities, community groups and social enterprises.

How to Apply

The closing date for applications **12pm on 18th September 2020**. Interviews will be held week commencing 28th September 2020 with the chosen candidate taking up their post as soon as possible. Please note that only candidates for interview will be contacted. Should applicants not hear from us, it means that on this occasion you have been unsuccessful.

To apply for the position please send your CV and a short explanation as to why you consider yourself to be ideal for the position, based on the key responsibilities and person specification details. Please email accounts@herefordshirecf.org or send your application by post to the Company Secretary at Herefordshire Community Foundation, The Fred Bulmer Centre, Wall Street, Hereford, HR4 9HP.

Should you wish to have an informal chat about the role please contact Claire Frowd, Company Secretary, via email in the first instance, to accounts@herefordshirecf.org.