

## **Contracts and Team Administrator**

Are you looking for a super varied admin role within a great organisation? If so, read on....

We have an opportunity for a new colleague to join our Participation and Learning (PaL) team in the role of Contracts and Team Administrator. The role is very varied because the PaL team does lots of different types of work with young people and volunteers, and our Contracts and Team Administrator plays a part in all aspects of the team's work.

**Please find full details of how to apply via our website in the advert below. The deadline for application submissions is 23:59 Tuesday 05 December 2023.**

We are striving to better represent the young people we support and therefore are particularly keen to increase applications from minoritized ethnic groups and male candidates as they are currently under-represented in our organisation. We also encourage applications from people with relevant lived experience.

If you need an adjustment to be made to any part of the recruitment process, please let us know as soon as possible.

### **Who are we?**

We are a leading youth homelessness charity based in the Southwest, working with over 1,500 young people. At 1625ip we are driven by Social Justice and Passion: we strive to do something that matters and take pride in seeing the results of our work in social outcomes and improving young people's lives.

### **What you will be doing:**

- Leading on data reporting for the team – checking the information the team have input, creating and running data reports from our client record system to support reporting.
- Supporting the Volunteer Co-ordinator with the recruitment of volunteers including overseeing DBS checks, references, agreements and paperwork, equipment, and volunteer expenses.
- Overseeing financial processes for the team – e.g., managing bursary fund payments to young people, buying and issuing bus tickets, purchase orders, staff expenses etc.
- Other broad ranging admin tasks to support the team and the wider organisation such as minuting meetings, supporting events and supporting recruitment.

You will be in the Participation and Learning team and your line manager will be our Participation and Learning Manager.

At 1625ip we are led by our Competency Development Framework. This connects our values to our behaviours in everything we do and gives us the tools to develop. The framework ensures our recruitment is better informed, applications and interviews are behaviourally based and job profiles are developed on the 'how' of a job.

If you have transferrable skills and you are interested in this role, but you are worried about the application process, please get in touch with us. We encourage you to have an informal chat with the recruiting manager to discuss how your personal or professional experience and skills could be transferred to this role. Details of how you can do that are further down in this advert.

## Contract details

- **Hours per week: 30 – 37.5** (this represents 4-5 days per week, 0.8 - full time equivalent but we are happy to consider applications for less contractual hours)
- **Contract type:** temporary to cover the post holder who is on a secondment covering a colleague who is on mat leave (so likely to be 9-12 months)
- **Pay:** £26,421 - £27,803 (pro rata if part time)
- **The location:** You will be based in our head office Kingsley Hall in Old Market, close to Bristol's main train and bus stations as well as the vibrant city centre. There may be an opportunity for occasional home-based working.

## A few benefits at 1625ip

In return for your dedication, we offer:

- *A generous annual leave entitlement of 30 days per annum plus all Bank Holidays*
- *Employee Health Cash Plan with Health Shield (up to level 2)*
- *A supportive work environment with regular supervision and group reflective practice*
- *An inclusive organisation, with a culture of mutual respect and care for others (From Colleague Wellbeing Survey 2022)*
- *"I couldn't be happier with the opportunities and support I have received in my career progression that has led me to my dream job!" Read more about our career progression opportunities, [here](#).*

## Important dates

- Application deadline closes: **23:59, Tuesday 05 December 2023**
- If you have not heard from us by the end of the day on **07 December 2023**, please assume that your application has been unsuccessful on this occasion.
- Interviews are on **Tuesday 12 December 2023**.

## Application information

Ready to see yourself in this rewarding role? We can't wait to hear from you.

- To access the Job Pack and submit an application, please visit the vacancy page on our website:  
<https://1625independentpeople.peoplehr.net/Pages/JobBoard/Opening.aspx?v=fa8df9fd-d3ba-43bd-9fec-4535c22d77ce>
- You will be asked to answer 5 questions at the end of the Word application form. These are required to ensure your application can be shortlisted. Please refer to the competency framework when answering these questions.
- **Please note the online e-application form cannot be saved so we recommend you prepare your Word application form before you start filling in the e-form.**
- Please get in touch with us if a hard copy of the application form would be preferred. We will organise a time for you to collect it from and return it to Kingsley Hall (our main office in Old Market). An online application will then be created for you.

## Contact us

- To have an informal chat about the role, please contact [:Melanie Lavin@1625ip.co.uk](mailto:Melanie.Lavin@1625ip.co.uk)
- If you have any queries, please email [jobs@1625ip.co.uk](mailto:jobs@1625ip.co.uk)
- For support with your application should you need it, [Future Bright - WECA](#) provide free coaching.

## Equal opportunities for everyone

We believe those with a criminal record should have an equal chance to become employees or volunteers and encourage applications.

As an organisation who safeguard and promote the safety and welfare of children, young people and adults at risk, any job offer will depend on a satisfactory DBS (Disclosure and Barring Service) check. We comply fully with the DBS code of practice and undertake to treat all applications for positions fairly. For successful candidates with a criminal record, a risk assessment process will take place with the recruiting manager.

We also pride ourselves on being an equal opportunities employer for everyone regardless of age, disability, gender identity, race, religion and beliefs, sex and sexual orientation.

Please see our [Policies](#) section on the website, for further information.