

## RJ Working Business Administrator

**RJ Working** is a charity serving the communities of Cornwall. We support young people's leadership through Restorative Practice, to enable their voices, participation and empowerment. Restorative Practice helps to build relationships and the skills to better look after self and others. This creates a foundation for building fairer communities and tackling inequalities.

**Job Purpose:** To strengthen RJ Working as an organisation through Business Administration finance and marketing developments achieving improvements and quantifiable impact. This role will support and enable the RJ Working team to function more effectively

**Terms:** initially fixed-term 2 years 0.8 FTE. **Hours:** 30 per week. **Annual leave** (28 days including bank holidays pro rata) is to be taken in the school holidays. **Salary** £25,000 pa FTE, 0.8 = £20,000 pa. There is the potential to grow this role to a 37.5 hours per week. Hybrid working from home & our Redruth office in Redruth, with in-person meetings at other locations as required.

The RJ Working Business Administrator will	Measurement methods
1. Provide administrative support to other members of the RJ Working team for YEP (UKSPF Youth Engagement Programme) and other funded programmes. This is central to the role and requires monitoring and liaison skills.	<ul style="list-style-type: none"> <li>i. Timely achievement of information from stakeholders eg FE Colleges</li> <li>ii. Timely organisation of information for RJ Working team members eg certificates for presentation to young people</li> <li>iii. Timely submission of information to contract managers eg CSW including finance claims</li> </ul>
2. Develop structures & expertise for marketing RJ Working 1-day and 3-day training courses, organising bookings and payments	<ul style="list-style-type: none"> <li>i. Number of courses planned and advertised</li> <li>ii. Number of participants enrolled</li> <li>iii. Income generated</li> <li>iv. New partnerships and reach</li> </ul>
3. Manage invoices and payments. Coordinate the administration of the RJ Working Team in connection with expenses and pay, liaise with our specialist contracted IT & HR support	<ul style="list-style-type: none"> <li>i. Implementation of processes and routines for invoicing, timesheets, authorisation and payments on a twice-monthly basis.</li> <li>ii. Monthly liaison with Payroll specialists and monitoring of spending via bank account.</li> </ul>
4. Provide regular financial reports (tracking grant expenditure and predictive budgets) to the CEO, and the Board of Trustees. Liaise with Accountants to prepare management accounts and year end accounts using XERO (accounting software)	<ul style="list-style-type: none"> <li>i. Monthly reports to CEO forming basis for quarterly reports to Trustees.</li> <li>ii. Quarterly reports to Trustees forming basis for Annual Accounts &amp; Report to Charity Commission</li> </ul>

<p>5. Work collaboratively with other RJ Working team members to grow and develop the team’s capabilities</p>	<p>i. Coaching sessions to support the team’s use of a CRM programme (“MONDAY”) ii. Coaching sessions to support impact measurement for learning &amp; development</p>
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**Key relationships:** The RJ Working Business Administrator will:

- Report directly to CEO
- Be supported by Schools Programme Lead & 16+ Lead
- Be supported by a Business Coach
- Work in close collaboration with RJ Working’s Accountant
- Relate to the whole RJ Working team
- Communicate successfully with Project Partners and wider stakeholders

**Training and Support:** The person appointed will be given a full induction into the team, relevant training, regular meetings and support. They will participate in developmental Restorative Practice training and work within the policies of RJ Working including our Safeguarding policy.

**Person Specification:** The person appointed will demonstrate:

**Values:**

- a) ability to prioritise building positive relationships within and outside the team
- b) commitment to active anti-discriminatory practice and ongoing learning about this
- c) understanding the Restorative approach as a way of growing community
- d) high standards of honesty, integrity and confidentiality

**Experience:**

- a) of working in the VCSE sector and /or in administration and/or relevant qualifications
- b) of contributing to team learning and development

**Knowledge:**

- a) Numeracy and understanding of financial systems, the importance of accuracy & detail
- b) Information processing using excel spreadsheets, & word
- c) Of how to implement Policies and Procedures eg Data Protection (including Safeguarding)
- d) Commitment to ongoing learning including self-directed learning

**Skills and Qualities:**

- Excellent communication skills, verbal, written and social media
- Organisational & planning skills including time management
- Confidence to relate directly to multiple stakeholders and Project Partners
- The ability to work well as part of a team, and communicate openly and honestly
- The ability to identify problems, and issues for development
- The ability to turn ideas into action
- Initiative, flexibility and a positive can-do attitude

*This document may change and develop through Annual Review*