

## Information Pack – Administrator

Dear Applicant,

Thank you for your requesting the application pack and for your interest in working for Impetus.

This pack contains all the relevant information you will need to apply for this role:

- Information about the [organisation](#) and our [values](#)
- Information about the team and the [role](#)
- The [job description](#) – key responsibilities and person specification
- Our commitment to [equality, diversity and inclusion](#)
- [Terms and conditions](#) and [benefits](#) of working for Impetus
- Details on the [application and recruitment process](#)

**The closing date for receipt of completed applications is 10am Monday 6 June 2022.**

If you would like to find out more about this role or have any questions regarding the recruitment process please contact [recruitment@impetus.org.uk](mailto:recruitment@impetus.org.uk).

## About Impetus

Impetus transforms the lives of young people from disadvantaged backgrounds by ensuring they get the right support to succeed in school, in work and in life.

We find, fund and build the most promising charities working with these young people, providing core funding and working shoulder-to-shoulder with their leaders to help them become stronger organisations

In partnership with other funders we help our charities scale and we influence policy and decision makers so that all young people get the support they need.

Impetus currently has 38 members of staff, supporting 20 charities with programmes across England, Wales and Scotland.

Impetus is driven by a shared belief in tackling the barriers that hold back young people from disadvantaged backgrounds in education and employment. Alongside investing extensive financial and non-financial support in our charity partners through our Investment Team we also seek to influence decision makers to implement evidence led policy and direct new resources to get young people the support they need through our Public Affairs team. We are resolutely focused on outcomes, driven by quality evidence.

You would be joining a team that is passionate, rigorous, determined, creative and warm. We care deeply for our colleagues, our charity partners and the young people we serve.

## Our Values

### **Evidence led and results driven for young people**

We pursue excellence for the young people we work with, are wholly committed to better outcomes, unapologetically results driven, and accountable for our actions.

### **High trust, high challenge**

We invest the time, kindness, integrity and honesty needed to build and sustain long-term relationships. We focus on developing high trust, to allow for high challenge, helping our colleagues, partners and supporters to be our very best selves in pursuit of our mission.

### **Diversity enables us to thrive**

We seek to embed diversity of thought, background and experience in every aspect of our work. We are open, thoughtful and proactive in better understanding and challenging our assumptions to better deliver the change we seek.

## **Brave and open**

We are brave and open; exploring new solutions to long-term problems, asking difficult questions well; learning from mistakes and challenging the status quo when needed.

## **Collaboration always**

We will not succeed alone. We seek meaningful, productive partnership with others to achieve our mission and drive systems change for young people.

## **About this role**

This is an exciting opportunity for an experienced administrator to contribute to the effective running of the organisation and to support Impetus in its work to transform the lives of young people from disadvantaged backgrounds.

This busy and varied cross-team role will be based in Impetus' Operations team.

The role will provide dedicated support to our Investment Team alongside supporting the administrative needs of the wider organisation. Duties include organising internal and external meetings including charity and team workshops and events, supporting diary and travel management, managing team systems, responding to office and IT queries, supporting recruitment activities and maintaining accurate records and liaising with suppliers where required. The role may also involve assisting with desk-based research, proof-reading, minute taking and proactively helping to improve and develop Impetus' administrative systems and processes depending on the candidate. There is ample room for growth and development.

We are looking for a highly motivated and experienced Administrator with excellent IT skills and a proactive approach. The post-holder will show great attention to detail, be exceptionally organised with the ability to use their initiative to manage and prioritise a busy and varied workload, completing tasks on time with a high level of accuracy. In addition to this they will have excellent written and verbal communication skills and will enjoy working collaboratively with colleagues across the organisation to continually improve and develop Impetus' administrative systems.

## Job description:

Title:	Administrator
Team:	Operations
Reports to:	Director of Finance and Operations and Portfolio Director
Salary:	£28,000 per annum
Contract:	Permanent
Working hours:	Full time (37.5 hours per week) (we are happy to consider requests for part time hours)
Location:	Central London (currently trialling hybrid working - at least two core days per week in Impetus office)
Start date:	July/August

## Key responsibilities

- As stated above this is a varied cross-team role, with a particular focus on supporting our Investment Team, alongside the wider administrative needs of the organisation.
- Managing the Investment team diary, organising key internal and external meetings and workshops, travel arrangements, agendas and papers, sending and tracking meeting actions
- Maintaining contacts and correspondence with new and existing charities in the portfolio
- Proofreading and editing Investment team materials (making sure materials are in keeping with our brand)
- Ensuring organisational time tracking completion and analysis
- Ensuring clear and effective use of our file management systems, particularly for the investment team, identifying areas for improvement and implementing changes with relevant staff.
- Helping to create and maintain a professional office environment for staff, liaising with contractors and landlord regarding building issues
- Assisting with the set-up of IT equipment to facilitate effective hybrid working (laptops, video calls, speakers, Zoom and Teams meetings)
- Assisting staff with simple office equipment and IT queries, keeping accurate and appropriate records of actions, escalating issues when necessary.
- Monitoring and maintaining office supplies including stationery and refreshments, liaising with suppliers where required
- Supporting HR and teams with recruitment and induction of new staff;

- Assisting the Senior Management Team (SMT) and the Executive Assistant with organising and coordinating staff activities, training, team and organisational away days
- Supporting HR and teams with the recruitment and induction of new staff: processing applications, arranging interviews, refreshing induction materials and setting up induction meetings
- Dealing with general telephone and email enquiries in a timely and efficient manner, redirecting or taking messages as appropriate
- Helping to identify and implement improvements to team and organisation IT and administration systems.
- Other administrative tasks and duties as required by the wider organisation

## Person specification

### Essential

- Proven experience of working in an administrative role Excellent and demonstrable organisational and administrative skills; with the ability to work under pressure to prioritise a busy and varied workload and meet multiple deadlines
- Ability to work with minimal supervision with a pro-active, positive approach and high level of initiative to analyse problems and identify solutions
- A continual focus on improving service to customers, both internal and external
- Excellent written communication skills Excellent verbal communication skills; with the ability to deal with people at all levels, internally and externally, in a confident, assertive and professional manner
- Ability to work collaboratively as part of team, demonstrated the ability to be flexible and adapt to changing situations
- Excellent IT skills, including experience of using Microsoft Office; in particular Word, Excel, PowerPoint and Teams and the ability to use a range of applications including Salesforce, Zoom
- Meticulous attention to detail and a high level of accuracy, with experience of setting up and maintaining administrative records and systems
- A commitment to Impetus' mission
- A commitment to equality, diversity and inclusion

## Our commitment to equality, diversity and inclusion

**We believe that a diverse workforce leads to an organisation that is more open, creative and gets better results.**

We want our team at Impetus to represent the diversity of the people and communities we serve. We also want our team to be one where different experiences, expertise and perspectives are valued, and where everyone is encouraged to grow and develop.

We want to reach a diverse pool of candidates. We are happy to consider any reasonable adjustments that potential employees may need to in order to be successful.

We recognise the importance of a good work/life balance. We do everything we can to accommodate flexible working, including working from home, working part-time job shares and other arrangements.

Please just let us know in your application or at any stage throughout the process (and beyond) if these are options you'd like to explore.

*Impetus is an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, race, age, disability, religion, belief, sexual orientation, or marital status. We value diversity and welcome applications from people of all backgrounds.*

## Terms and conditions and benefits of working for Impetus

We are committed to supporting staff in a range of way. The tables below detail some of the support provided:

<b>Financial support</b>		
<b>Benefit</b>	<b>Details</b>	<b>Eligibility</b>
Pay	Target is to pay within plus or minus five per cent of the upper quartile for the role in the charity sector	All staff eligible
Pension	In line with auto enrolment legislation all eligible employees will be automatically enrolled into The Pensions Trust pension scheme. 5% employer contribution. 3% employee contribution.	All staff eligible
Death in service	Four times salary	On completion of six-month probation period
Give as you earn (GAYE)	Membership to scheme to enable employees to make donations exempt from National Insurance	All staff eligible
Season ticket loan	Interest free - repayable over 10 months	On completion of six-month probation period
Eye test vouchers	Specsavers VDU Eye care voucher - free eye examination plus a discount towards glasses if needed solely for VDU usage	All staff eligible

<b>Work life balance</b>		
<b>Benefit</b>	<b>Details</b>	<b>Eligibility</b>
Annual leave	28 days plus bank holidays (this includes three days between Christmas and New Year) pro-rata for part time staff	All staff eligible
	Ability to carry over a maximum of five days with any additional days to be at discretion of relevant member of SMT and Director of Finance and Operations and allowed only on an exceptional basis	
Sick pay (OSP)	Occupational sick pay (OSP) - Six weeks full pay and six weeks half pay in rolling 12 month. Staff eligible from day one of employment.	All staff eligible subject to statutory requirements

<b>Work life balance</b>		
<b>Benefit</b>	<b>Details</b>	<b>Eligibility</b>
Compassionate leave and pay	Discretion of line manager (up to three days paid)	All staff eligible subject to criteria (which include, for example, closeness of family member in event of death in family)
Dependency leave and pay	Usually unpaid but paid time off may be granted at discretion of line manager	All staff eligible subject to criteria
Maternity leave	Statutory Maternity Leave (SML) - 52 weeks	All staff eligible subject to statutory requirements
Maternity pay	Statutory Maternity Pay (SMP) - six weeks at 90% salary followed by 33 weeks at SMP rate	Continuously employed for at least 26 weeks up to any day in the "qualifying week" (15th week before the child is expected)
	Occupational Maternity Pay (OMP) -13 weeks at full pay followed by 33 weeks at Statutory Maternity Pay (SMP) rate	Continuously employed for at least 52 weeks up to any day in the "qualifying week" (15th week before the child is expected)
Paternity leave	Statutory Paternity Leave (SPL) - two weeks	All staff eligible subject to statutory requirements
Paternity pay	Statutory Paternity Pay (SPP) - two weeks at SPP rate	Continuously employed for at least 26 weeks up to any day in the "qualifying week" (15th week before the child is expected)
	Occupational Paternity Pay (OPP) - two weeks at full pay	Continuously employed for at least 52 weeks up to any day in the "qualifying week" (15th week before the child is expected)
Adoption leave	Statutory Adoption Leave (SAL) maximum 52 weeks	All staff eligible subject to statutory requirements
Adoption pay	Statutory Adoption Pay (SAP) six weeks at 90% followed by 33 weeks at SMP rate	Continuously employed for at least 26 weeks up to any day in the week they were matched with the child
	Occupational Adoption Pay (OAP) - 13 weeks at full pay followed by 33 weeks at Statutory Adoption Pay (SAP)	Continuously employed for at least 52 weeks up to any day in the "qualifying week" (15th week before the child is expected)



<b>Work life balance</b>		
<b>Benefit</b>	<b>Details</b>	<b>Eligibility</b>
Shared parental leave	Statutory - maximum 50 weeks	All staff eligible subject to statutory requirements
Shared parental pay	Statutory Shared Parental Pay (ShPP) - maximum 37 weeks at ShPP rate	Continuously employed for at least 26 weeks up to any day in the "qualifying week" (15th week before the child is expected)
	Occupational Shared Parental Pay (OShPP) - 11 weeks at full pay	Continuously employed for at least 52 weeks up to any day in the week they were matched with the child
Parental leave	Statutory - 18 weeks of unpaid leave	All staff eligible subject to statutory requirements
Flexible hours	10am to 4pm are core hours. Office hours are 8am to 6pm	All staff eligible
Work from home	Occasional home working available. Regular working at home available upon request	All staff eligible
Charitable duties or volunteering	Four half days leave per year subject to agreement from line manager and HR	All staff eligible
Employee assistance programme	Free confidential phone line	All staff eligible

<b>Professional Development</b>		
<b>Benefit</b>	<b>Details</b>	<b>Eligibility</b>
Learning and development	A range of organisational and individual training and development opportunities  Budget - £750 is allocated to each individual annually, plus a central budget agreed annually	All staff eligible
Professional subscription	Paid for, subject to agreement from HR and line manager	Relevant to role
Professional qualification	May be able to help - discuss with line manager and HR	All staff eligible

## How to apply

Please send a comprehensive CV and supporting statement to [recruitment@impetus.org.uk](mailto:recruitment@impetus.org.uk) by **9am Monday 6 June 2022**. The supporting statement should be no more than two sides of A4 and should address the criteria in the person specification.

In order to complete your application please also complete the following equal opportunities monitoring form:

<https://www.surveymonkey.co.uk/r/ImpetusRecruitment-EqualOppsMonitoringForm>

You should also include the contact details of two referees, one of whom must be your current or most recent employer. Referees will only be approached with your express permission. You will also be required to provide proof of your eligibility to work in the UK. As part of our commitment to flexible working we will consider a range of options for the successful applicant. All options can be discussed at interview stage.

**First round interviews will take place week commencing 13 June 2022**

**Second round interviews will take place week commencing 20 June 2022**

Your personal data will be shared for the purposes of the recruitment exercise. This includes our HR team, interviewers (who may include other partners in the project and independent advisors), relevant team managers and our IT service provider if access to the data is necessary for performance of their roles. We do not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you. We do not transfer your data outside the European Economic Area.