



Job title: Administrator

Location: Our offices in Newtown, Powys

Reporting to: Service Delivery Manager

Hours: 21 hours per week (this can be flexible e.g. within school hours)

Salary: £18000 – £21000 (pro rata) based on experience and qualifications

About Rekindle

Rekindle has been helping people recover from mental illness since 1997. Since 2014 we have focused entirely on young people aged 16 to 25, who may be at risk of mental health problems, or those already suffering from mental distress. Using our recovery model based on early intervention we aim to offer collaborative support in every aspect of their lives; housing, relationships, work, training and finance, offering mental health support through jointly planned and considered individual and group therapy. Clients are enabled to make lasting changes, become part of the wider community and be given a voice in the running of the service.

Role Overview

As the Administrator, you will carry out a varied range of duties to support the smooth running of Rekindle, and ensure the wellbeing of staff, volunteers and clients. We are a small but vibrant charity which is hoping to grow in next few years, therefore this role provides opportunities for the successful candidate to take on exciting challenges and project work alongside the day-to-day administrative work.

Key Responsibilities

- Being the first point of contact for young people, parents/carers, organisational partners and stakeholders
- Managing reception and answering the phone and emails
- Management of social media platforms and website

- Office management, e.g. ordering supplies, procurement of utilities and communication systems
- Managing the charity's finances e.g. recording and managing income and expenditure, perform payroll duties, sending invoices, petty cash, etc
- Supporting with HR tasks, e.g. recording annual leave, sickness, training and reviewing policies
- Supporting with fundraising, including growing our Friends of Rekindle initiative
- Ensuring health and safety requirements are met, and that our building is a warm, safe and welcoming space
- Managing and liaising with volunteers
- Maintaining our confidential client record filing system and organisational filing system, and supporting with a potential database upgrade
- Attending meetings, preparing agendas and minute taking
- Supporting the trustees with charity governance
- Booking rooms and supporting with event/workshop planning
- Working within professional boundaries maintaining safety and appropriate confidentiality at all times
- Promoting the mission, aims, values and objectives of Rekindle
- Any other duties as required by the Service Delivery Manager

Skills and Experience

Essential

- Expansive and demonstrable people skills including risk awareness and management
- Experience in an office manager/administrator role
- Proficient IT skills, including Office 365
- Excellent communication skills

Desirable

- Experience of working in the third sector, mental health sector or with young people
- Bookkeeping experience, including the use of Sage
- An interest in mental health, wellbeing and young people
- Welsh speaking, or be willing to learn

Personal qualities

- Empathy for vulnerable people and those experiencing mental health issues and their families and carers.
- Organised and efficient, with a keen eye for detail
- Flexible and adaptable
- Passionate and motivated

Application deadline: Sunday 13th November 2022

To apply, please send your CV to [lizzie.cockle\(at\)rekindle.org.uk](mailto:lizzie.cockle@rekindle.org.uk). For an informal chat about the role, you can contact Lizzie Cockle, Service Delivery Manager, on 01686 722222.