



## Daniel's Den Administrator

**Daniel's Den is looking for an experienced Administrator to assist with day-to-day office tasks and support service delivery.**

This is an exciting time to join Daniel's Den. We are poised for a major expansion in our work and have received a large grant from the Reaching Communities Fund to develop the charity. This role along with other recent appointments is key to the success of this project. This pack gives some details of the charity and sets out the background to the vacancy.

Daniel's Den is a grassroots charity (also incorporated as a company Daniel's Den Limited) based in the London Borough of Brent, the most ethnically diverse borough in London. Its purpose is to encourage and enrich family life in order to build stronger communities. It started as a small parent and toddler group and over the last 20 years has grown and developed in many ways - it now works annually with 250 families from 45+ nationalities. Daniel's Den has a small staff team, but the delivery of its core service is provided by a team of more than twenty committed volunteers.

Daniel's Den provides a safe welcoming space for parents/carers and children to play and learn together in a structured format (sessional toddler groups involving crafts, toys, singing, playdough etc), venues for these sessions are typically church halls and community centres. The charity offers parenting support through running these groups and this in turn addresses the fact that in Brent, according to local government statistics, only 57% of under-fives achieve the recommended targets in early years' attainment. With at least 50 % of our clients born outside the UK, we provide the opportunity to enable people to know and be known in their local community as well as to build relationships that matter within and beyond their cultural and ethnic group.

Daniel's Den has a proven track record and is well respected locally by community leaders and local communities and nationally by politicians and toddler group networks. Daniel's Den produces an annual Impact Report, and the latest one is available [here](#)

### Internal Structure

Daniel's Den is managed by a Board of Trustees, whose members bring a wealth of experience including running toddler groups, financial, legal and project planning expertise. The Board meets quarterly and has overall responsibility for setting the strategic direction of the charity.

The Chief Executive, Joanna Gordon, is a qualified teacher and has run the toddler groups and Daniel's Den itself from the inception. She is well-networked and is continually researching early years development and ensuring that the latest evidence-based research is used in the planning and development of the groups and sessions which Daniel's Den run.

The staff team also includes an Operations Manager, a Fundraising Manager, a Database and Systems Administrator and a Volunteer Coordinator. Daniel's Den is committed to providing flexible work opportunities that recognise family responsibilities and most roles are therefore part-time.

### **The Administrator**

The Administrator will be an important member of the current team and will focus on support for service delivery both directly and indirectly through the maintenance of office systems. The post is part-time, and the successful candidate would be expected to work for a total of 20 hours per week during term time only.

### **Application Process**

1. Applicants should send their up to date CV with a covering letter which clearly demonstrates how they meet the requirements for the role. Applications should be submitted by email to the Operations Manager, Jacqueline Jackson, at email address [jackie@danielsden.org.uk](mailto:jackie@danielsden.org.uk) Please include the contact details for two referees; references will not be taken up until an offer has been made. The closing date is 4<sup>th</sup> September 2020.
2. The interviews will take place on 18<sup>th</sup> September 2020, and this will most likely be via Zoom. We aim to notify successful applicants that they will be invited for interview by 11<sup>th</sup> September 2020.
3. If potential candidates would like an informal discussion about the role, please email [jackie@danielsden.org.uk](mailto:jackie@danielsden.org.uk) to arrange this.