



ADMINISTRATOR – Job Advertisement

Salary: Up to £23,400 per annum (pro rata)

Daniel's Den

Daniel's Den is a charity, based in Brent, that runs parent and toddler groups. This is an exciting opportunity to join the charity to help implement its ambitious growth plans made possible by a generous grant from the Reaching Communities Fund of the National Lottery.

The Administrator provides day-to-day administrative support to enable the effective running of the Daniel's Den's office, provides support to the CEO to plan and adequately resource service delivery, supports the recruitment training and day-to-day supervision of volunteers and works alongside the Administrator (Database & Systems) to ensure the organisational database is accurate and up-to-date.

The post is part-time term time only.

The appointment will be subject to satisfactory Disclosure and Barring Service enhanced criminal record check.

For further details and an application pack: <https://danielsden.org.uk/about/staff-team/jobs/>



Daniel's Den Administrator – Job Background

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 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, Natalie Fabello, at email address natalie@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 24th January 2021.
2. If potential candidates would like an informal discussion about the role, please email natalie@danielsden.org.uk to arrange this.



JOB DESCRIPTION

Job Title:	Administrator
Location:	Daniel's Den Office, 956 Harrow Road, Sudbury, Middlesex, HA0 2QA
Responsible to:	Operations Manager

Daniel's Den

Daniel's Den was launched in November 1996 as a locally based Parent and Toddler group in the London Borough of Brent, in North West London.

Joanna Gordon worked in Brent as a primary school teacher, and after having her first child, was acutely aware of the lack of local and locally run facilities to meet the needs of new parents. Joanna founded Daniel's Den in 1996 to address this need and remains at the helm as CEO. Daniel's Den has grown into a well-respected and vital resource in local communities in Brent and beyond; providing a welcoming, safe and nurturing environment for pre-school children, parents and carers. Daniel's Den has a small staff team but the delivery of its core services continues to be provided by a team of committed volunteers.

Purpose and Objectives:

The Administrator provides day-to-day administrative support to enable the effective running of the Daniel's Den's office, provides support to the CEO to plan and adequately resource service delivery, supports the recruitment training and day-to-day supervision of volunteers and works alongside the Administrator (Database & Systems) to ensure the organisational database is accurate and up-to-date.

Main Responsibilities:

1. Office Administration

- 1.1 Ensure the office is adequately resourced with office stationery
- 1.2 Assist in the management of IT systems
- 1.3 Respond to routine email and phone enquiries
- 1.4 Manage the induction programme for all new staff
- 1.5 Process and bank cash from sessions and donations
- 1.6 Assist in the preparation of reports

- 1.7 Maintain the office filing system and ensure the sensitive information is stored and disposed of appropriately
- 1.8 Manage papers and agendas for all internal meetings
- 1.9 Take minutes for all internal meetings and distribute these in a timely manner

2. Service Delivery

- 2.1 Review and process paperwork received into the office from sessions
- 2.2 Provide layout and design assistance for flyers, posters and other publicity and service delivery materials and ensure these are distributed in a timely manner
- 2.3 Manage the production and distribution of crafts and craft packs
- 2.4 Set up birthday and Christmas cards and stickers as needed for sessions
- 2.5 Manage the logistics for trips and external events
- 2.6 Oversee logistics for visitors to Daniel's Den sessions
- 2.7 Ensure that there are sufficient craft resources for the start of each term
- 2.8 Maintain an up-to-date register of fire drills and risk assessments for all venues and ensure that these are carried out to an agreed timetable.
- 2.9 Act as a first point of contact between Daniel's Den and the session venues

3. Volunteers

- 3.1 Liaise with the Administrator (Database & Systems) to ensure that the volunteers page on the website is up-to-date
- 3.2 Support the Volunteer Coordinator and CEO in the recruitment, onboarding, induction and training of volunteers
- 3.3 Work closely with the Volunteer Coordinator and CEO to arrange the logistics for the annual volunteer social event and distribution of the annual appreciation letters
- 3.4 Maintain an up-to-date register of DBS certificates and arrange checks for new volunteers and renewals for existing volunteers
- 3.5 Prepare and distribute badges for new volunteers

4. Database

- 4.1 Work to support the Administrator (Database & Systems) to maintain an up-to-date organisational database.
- 4.2 Provide cover for the Administrator (Database & Systems) during annual leave and other absences.

5. General

- 5.1 Participate in any training and development activities to maintain own development or to enhance competence within job role.
- 5.2 Be an ambassador for Daniel's Den, promoting the vision, aims and objectives of charity with all external contacts.
- 5.3 Be an active member of the team supporting other colleagues, volunteers and trustees as required.
- 5.4 Any other responsibilities as determined from time-to-time by the Operations Manager.



Administrator - Person Specification

Attributes	Essential	Method of Assessment
1. Education & Training	<ul style="list-style-type: none"> a. A further education or vocational equivalent qualification 	A, I
2. Relevant Experience	<ul style="list-style-type: none"> a. Experience of working in a similar role. b. Experience of using Windows based software packages c. Experience of using databases d. Experience of taking minutes for meetings 	A, I
3. Special Knowledge & Skills	<ul style="list-style-type: none"> a. Excellent communication, interpersonal, and writing skills b. Excellent organisational and time management skills with the ability to multi-task c. Ability to work independently and as part of a team d. Proficient in Microsoft Office applications e. The ability to work under pressure and meet deadlines f. An ability to accurately record and action requests g. Experience of supporting high quality service delivery h. Experience of working with volunteers 	A, I,
4. Personal aptitudes	<ul style="list-style-type: none"> a. To possess a 'can do' attitude b. Ability to work as part of a team c. Able to adapt to changing priorities and circumstances d. To passionate about and committed to a charity that supports parent and toddler groups in a multi-cultural context e. In sympathy with the charity's Christian ethos. 	

A – Application form

I – Interview