

Welcome – Can you help us change the world?

Administrator

(part-time, 2.5 days) fixed term until end October 2019 plus additional days in Residential weeks
£30k pro rata, £11k fixed fee)

Background Information

We are looking for an outstanding, efficient, effective, mature, self motivated and caring administrator to join us in our passionate quest to make the world more Useful and Kind.

To find more information about our what we do go to www.usefulandkindunlimited.com

Useful and Kind is a project of the Mindful Leadership Foundation which has been working successfully with leaders in the third and public sectors for 20 years. U&K was formed two years ago and we ran a very successful pilot summer school for 16 year olds in 2018 and will be running two this year (York and Glasgow). We are developing a Useful and Kind Mark for Schools which we hope to launch later this year and have lots of other plans that we want to bring to fruition.

About this post and you

We now need an outstanding and efficient part-time administrator to join us. We are small, enthusiastic, energetic and have a big ambition. We are currently fundraising for our activities. We want to appoint someone who can work with us to help us to grow.

So far we have all been working voluntarily and have some extremely competent and able people working on the project. The Director has been handling every detail of the admin and has developed a range of systems which can be readily developed by the administrator.

We will be fundraising to grow this role to a full-time position in time, but for now we need someone to help us make the activities this year at least as successful as they were in 2018.

You can make and use systems & structure to a project's advantage. You are computer literate (preferably Apple, word processing, spreadsheets, presentations and database), happy to undertake a wide range of tasks: email, managing diaries, databases, working with our finance manager.

You care passionately about our values and people and are driven to make a difference. Fiercely efficient, constantly striving to improve and willing to learn.

You have obsessive attention to detail, great writing and interpersonal skills, enjoy using your project management skills to make the grand ideas practically deliverable.

You will understand or have an empathy for the worlds of young people, psychology, psychotherapy, coaching, counselling or training.

We will help to develop your skills to help you to help us to grow.

Attitude

decisive (able to take initiative), ambitious (for yourself and for us), creative, good with data and detail, mature, flexible, high standards of efficiency, mature, sense of fun and enjoyment of work, stress tolerance, tenacity, value driven, keen to learn new skills, self-starter

The experience was truly amazing and beneficial to enhancing leadership and people skills

This really helped me to progress as a leader and it allowed me to consider that I have a great opportunity to make a positive influence by leading in any future career.

The content was fantastic especially for the incredible way it worked and helped so many young (and older) people involved.

All the mentors were fantastic bringing a variety of gifts to the group

The speakers were amazing and the content was brilliant and I would love to be that influential when I am older.

It was wonderful and led with so much love and gentleness, which I think took quite a few of the people a while to get used to being treated with such high regard.

It was truly amazing - it gave us everything you had to give and more.

It has given me incredible friends I will keep for life.

About the people you will be working with...

You will report to Duncan Fraser, founding Director of UsefulelandKind and liaise with the Finance Manager. (both of whom are Bedford based). You will also liaise with:

- the trustees and chair (all over England)
- the education co-ordinator (volunteer and also a Trustee - to be based in Barcelona from September)
- the youth advisers (drawn from 2018's cohort)
- applicants for 2019 activities
- partners (a range of professional bodies)

The Job...

Initially you will be home based (Bedford or London)

Fee £30k pro rata, £11k fixed fee for part-time, 2.5 days a week plus additional days in Residential weeks (July 7-12 and October 27-31) until end October 2019

How to apply...

Please send us a cv and a covering statement which includes why you want to join us and any experience which you think may be relevant. Send it by email to duncan@usefulelandkindunlimited.com by 28th Feb

Timetable for appointment

What	When
Deadline for applications	28 Feb 2019
Shortlisting	4 March
Interview 1	12 March (London)

Thank you for spending the time both reading this and reflecting on whether you think and feel that you are the person we are looking for and whether we offer you the right opportunity for learning and growth at this stage in your career. We look forward to hearing from you.

Role Description

job title Administrator
 responsible to Director
 the vision Our vision is for a world characterised by care, compassion, creativity, empathy, equality, excellence, fairness, kindness and love. We believe this world can be created by people who are 'useful and kind' working to solve the global problems in a human, sustainable and mindful way
 mission To develop, nurture, support and sustain Useful and Kind behaviour and leaderships
 job objective the efficient, effective and supportive running of the organisation, managing the projects and processes and working closely with the Director, trustees, Finance manager and young people.

key tasks

- maintain project timetables and critical paths
- maintain and develop the database
- communicate regularly with trustees, participants, partners and the U&K community
- create systems for the U&K Mark for Schools
- maintain the website (through a simple content management system) and social media (face book, twitter)
- undertake all the administration for the two summer schools (York in July and Glasgow in October) (planning, recruiting, budgeting, materials, accommodation, travel, evaluation, speakers)
- manage the administration of the webinars
- administrate Trustee meetings
- administrate materials for U&K events
- manage overall U&K diary
- co-ordinate termly email
- co-ordinate monthly board updates
- developing a range of other tasks

Person Spec

Level	Detail	Essential	Desirable
Degree	in any subject		•
	knowledge of or sympathy towards, Psychology, Counselling, Psychotherapy		•
	Business Studies		•
Professional Qualification	Business Administration		•
Skills / experience			
presentation skills, written and verbal	a passion for clarity and precision	•	
administration	experience of efficient and effective project administration/ management	•	
finance	liaison with finance		•
interpersonal skills	sensitive, combining empathy, active listening and care	•	
time-management	effective and efficient and able to manage own projects and time, highly organised, good under pressure	•	
IT	experience of word-processing, database management, spreadsheets (Word, Pages Excel)	•	
office systems	email, database, web, social media, setting up systems to run projects efficiently	•	
	working with young people		•