



**Organisation:** You Make It

**Role title:** Programmes Administrator

**Reporting to:** Programmes Manager & CEO

**Location:** 3 days a week in our shared office space at [SHED](#) and 2 days a week remote

**Salary:** £24k per annum (plus a 5.25% staff pension)

**Hours:** 9:30-17:30

**Holiday:** 25 days per annum (rising to 28 days after 3 years) plus public holidays

**Contract:** Permanent (subject to passing 3-month probation and secured funding)

**Staff benefits:** Annual bonus scheme, season travel ticket loans, therapy, wellness allowance

**We are especially keen to hear from applicants that reflect the diversity of the working class, Black and Asian women that YMI exists for.**

## **ORGANISATION OVERVIEW**

We're an award-winning organisation, recognised for our huge impact and innovation in transforming the life chances of young women who've got so much to offer, but who just need some help to get there in life!

You Make It runs 4 month long holistic empowerment programmes for young unemployed and underemployed women from Hackney and Tower Hamlets. We equip women with the confidence, professional networks, experiences, skills and attitude needed to achieve financial independence and greater integration in our ever-exciting but also divided capital.

Year after year we prove to have real impact on our women. Our [YouTube](#) channel will give you a sense of what we do, all the amazing people and places we work with, and of the women we benefit.

In addition to running core programmes, in 2020 we launched You Change It; an anti-racism allyship programme with a human-centred approach. Delivered by expert facilitators with lived experiences of racism, the programme allows employers to learn about and solidify their values to stand up against racism in practical and meaningful ways.

You Make It is committed to developing its staff talents and capabilities and has a training budget for staff to access professional development opportunities.

## **ROLE OVERVIEW**

Working in a small and busy team of four, this is a critical position that will ensure the administrative needs of YMI are met. The primary purpose of this role is to ensure that:

- All women's programmes run smoothly
- Everyone YMI works with and empowers has the information they need
- YMI's administrative systems are as effective as possible
- All data is kept accurate, appropriate and secure

## **KEY TASKS AND RESPONSIBILITIES**

### **Programme and training:**

- Booking in workshop leaders and guest speakers for the programme and issuing their contracts.
- Liaising with venues to secure room booking for YMI, taking care to ensure any audio-visual needs are met.
- Providing the You Make It Programmes Manager with basic admin support for core programmes targeted at young women.
- Booking catering for YMI courses, and ensuring any other logistical arrangements are taken care of.
- Issuing and ensuring the return of contracts and evaluation surveys with programme participants.
- Communicating with participants ahead of workshops to ensure attendance.
- Conducting 1-1s with participants to ensure progression.
- Supporting with the facilitation of workshops, guest talks and debate club.
- Processing DBS checks for mentors, staff and trustees.

### **Finance:**

- Manage invoicing processes to ensure fees for training are paid on time.
- Working with the lovely and non-scary YMI accountant to reconcile the YMI finances.
- Maintaining finance systems and completing finance reconciliation on Quickbooks.
- Administering petty cash for young women's expenses at workshops.

### Communications:

- Ensuring website and newsletter are maintained and up to date with content.

### Other:

- Supporting with organising the CEO's diary from time to time.
- Minute taking at quarterly board meetings.
- Updating the Alumni Opportunities Board and sending out job bulletins.
- Maintaining the organisation's databases of programme participants and alumni, friends and supporters, and issuing agreed communications to them (compliant with GDPR/PECR)
- Issuing contracts and invoice for You Change It clients.
- Ad hoc administrative support as required.

### PERSON SPECIFICATION:

#### Essential (E) or Desirable (D) Attributes

- At least 6 months of administrative experience (E)
- Passionate about equality, diversity and social change (E)
- Exceptional interpersonal skills with ability to connect with people from a range of backgrounds (E)
- Excellent written and verbal communication (E)
- Highly organised multi-tasker, with personality that works calmly under pressure (E)
- IT proficient (inc Excel, Word, being web savvy with experience of social media), literate and numerate (E)
- Experience of book keeping/ working with Quickbooks (D)

\*Note we will conduct an enhanced DBS check on the successful candidate

To apply please send a CV and a one-page cover letter demonstrating your previous experience and suitability linked to the person specification and JD to [luca@you-make-it.org](mailto:luca@you-make-it.org). The closing date for applications is 12pm on Friday 21<sup>st</sup> January 2022. Successful candidates will be interviewed on Tuesday 25<sup>th</sup> January and the start date for employment will be early-mid February 2022.