

The logo for 'You Make It' features the text 'You Make It' in a bold, black, sans-serif font. The text is centered within a rectangular background that has a soft, multi-colored gradient transitioning from orange on the left to pink and purple on the right.

# You Make It

Organisation: You Make It

Role title: Organisational Administrator

Reporting to: Head of Operations and People

Location: You have the option to work from home 1 day a week and for 2 days a week either at our LOVELY [SHED](#) co-working space or at venues in London for our core programmes with women

Salary: £15,600 for 3 days a week (FTE £26,000) plus a 5.25% staff pension subject to employee contribution of 1.75%

Hours: Normal working hours are 9.30am-5.30pm

Holiday: 15 days per annum (FTE 25 days)

Contract: 6 months (3 months probation)

Staff benefits: Season travel ticket loan, weekly therapy budget, and wellness allowance (e.g. can be used on gym membership)

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

## ORGANISATION OVERVIEW

We're an award-winning, progressive and caring organisation that has been running for 13 years, and which has brought life changing results for the 600 young women (aged 18-30) who've accessed our holistic empowerment programmes. We're recognised for our innovation in transforming the life chances of our participants who've got so much to offer, but who need some help to get there in life.

We run 4 month long holistic empowerment programmes for young unemployed and underemployed women primarily from Hackney and surrounding inner city boroughs where there are high levels of deprivation as well as Global majority communities. We deliver 3 back-to-back programmes a year (25 women on each) that equip young 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.

Women who are recruited onto our programmes benefit from: 1-1 mentoring and therapy; Friday group learning including weekly seminars, workshops, debate clubs and guest talks; and preceding this during the week can access physical wellness activities including a running club, yoga and reduced waste cooking classes; short expenses paid work placements; and finally a huge graduation event celebrating their journeys.

Year after year we prove to have a 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.

Our values as an organisation are critical to everything we do and we seek to recruit those onto our staff team that can demonstrate that they share them. These are: equality, creativity, authenticity, empowerment, dynamism, integrity, and a strong work ethic.

### ROLE OVERVIEW

Working closely in a small and dedicated team, this is a critical position that will use proven administration skills to support our brilliant women's charity.

While you'll report directly to the Head of Operations and People, you will work closely with and enjoy relationships with our wider small team.

### KEY TASKS AND RESPONSIBILITIES

- Manage CEO's and Head of Operations and People diaries
- Provide support relating to the successful operation of the team and office including sorting and dealing with correspondence, filing, photocopying
- Order stationary and other office supplies as required
- Work with our lovely accountant to log incoming and outgoing charity expenses through QuickBooks
- Organise and maintain filing systems e.g. dropbox
- Resolving queries promptly and appropriately, liaising as necessary
- Provide ad hoc administration support as required including DBS checks
- Provide logistical support at Friday workshops for women

### PERSON SPECIFICATION:

You will be someone who LOVES to do lists and actioning them, is a naturally organised and process driven person who enjoys ensuring the smooth running of an office environment.

#### Essential:

- Significant administration experience
- Ability to work effectively as part of a team as well as on their own initiative
- Excellent written and spoken communication
- Numerate
- Attention to detail and discretion with confidential information
- Problem solving skills and solutions focused
- Highly organised multi-tasker, with a personality that works calmly under pressure

- Strong skills in Microsoft Word, Excel and demonstrable use of social media for organisational communications

Desirable:

- Experience of working with QuickBooks
- Experience of working for young people agendas or in other small charities or start up businesses

Please 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 job description to [frances@you-make-it.org](mailto:frances@you-make-it.org)