



## Job Description

<b>Job title:</b>	Charity Administrative Manager
<b>Responsible to:</b>	Executive Director
<b>Salary:</b>	£24,000 per annum pro rata (£17,923) subject to a 3 month probation period
<b>Hours:</b>	28 hours over 5 days per week, working partly from home and partly in West London
<b>Holiday entitlement:</b>	28 days per annum pro rata.

### About Give a Book and PRG

**Give a Book** is a registered charity that promotes books and the pleasure of reading in the hardest places. Our core belief is that to pass on a good read – to give a book – is a transaction of lasting worth. Our main areas of work are in prisons, schools and with disadvantaged children & young people throughout the UK.

Give a Book works in partnership with other charities and groups to set up reading projects, choosing age appropriate, specially selected books for projects. We provide creative, innovative ways of leading to reading and offer practical solutions to encourage an enjoyment of reading. With our volunteers we provide books, book bags, writing materials and expertise to projects benefitting adults and children.

Current projects and recipients include; School Breakfast Book Clubs, Prison Reading Groups, Reading Ahead Prison Literacy Challenge, Mother & Baby Units, Books in the Nick, Books for First Nighters, Prison Family Days, Mental Health Unit book clubs and various literacy projects. We also do a whole school reading project in a different school every year.

**Prison Reading Groups (PRG)** supports reading groups in prisons. Since 2017, it has been part of Give a Book. PRG runs groups in over 40 prisons nationwide and supplies more than 3000 books a year to support them. We also support Family Days and family reading initiatives in more than 50 prisons across the UK.

Visit our websites to find out more about our work

[www.giveabook.org.uk](http://www.giveabook.org.uk)

[www.prisonreadinggroups.org.uk](http://www.prisonreadinggroups.org.uk)

### Purpose and function of the role

The Charity Administrative Manager will be a vital member of Give a Book's small, hard-working team, ensuring the efficient every day running of the charity with opportunities to be involved in its strategic growth and development. The role demands a keen eye for detail and very strong organisational and

communication skills, enabling the delivery of multiple projects in different sectors. It is an exciting time to join Give a Book as we move forward from the last challenging year looking at supporting our current projects as well as adapting to new innovative ways of working. We welcome your contributions and ideas that can really support the organisation as we move forward.

### **Essential requirements**

- An organised and meticulous approach to all tasks, attention to detail. Excellent written and verbal communication skills and numeracy skills.
- An ability and willingness to make proposals for both organisational structure and project design and development
- Good experience of administration including liaison with suppliers and providers, dealing with invoices, data storage and knowledge of database (Salesforce) management.
- Confident with Excel, managing budgets, organising complex information in a range of formats, and undertaking finance related tasks in Xero. Some knowledge of data protection and GDPR.
- Experience of social networking/media in a professional environment.
- Good knowledge of website management including knowledge of Wordpress for website editing and updating.
- Ability to manage multiple tasks, prioritise and meet deadlines.
- A genuine interest in and commitment to Give a Book's work.

### **Desirable (ideally you can demonstrate at least one of these)**

- Experience of the voluntary sector, schools, or work in prisons.
- Experience of fundraising.
- Experience of marketing

### **Key responsibilities:**

#### **Office Management and Administration**

- Responsibility for the smooth running of the office in support of a small core team.
- Supporting all internal and external communications, contributing to organisational development, and enabling the team to function efficiently. Supporting the team by proof-reading, editing, drafting letters, articles and blogs.
- Day to day responsibility for ensuring efficient financial management and tracking programme budgets.

- Responsibility for accurate posting of invoices in Xero and other financial commitments.
- Assisting with the preparation of End of Year accounts, tracking grants and budgets and assisting with the reconciliation of reports in coordination with the Chair of Trustees and accountants.
- Regular review and renewal of all Give a Book policies in coordination with the Executive Director and the Chair of Trustees.
- Attending and preparing the agenda for the weekly team meeting.
- Responsible for dealing with general enquiries, acting as the first line of contact for the charity.
- Assist with preparation of the Annual Report, collating information, including ideas, testimonials, and other information required.

### **Support to Executive Director**

- Working closely with the Executive Director.
- Attending quarterly Trustees' meetings, working with the Executive Director on the agenda and taking and writing up the minutes at meetings.
- Keeping accurate records and ensuring security of data, following GDPR and data protection guidelines.
- Taking initiative, spotting opportunities for organisational or professional development and contacts and presenting them for consideration.

### **Fundraising and Marketing**

- In collaboration with colleagues, to assist or lead as appropriate with the media and public profile of the organisation, producing website content, regular newsletters, relevant publicity and marketing material for donors and the public.
- Supporting the development of a structured marketing and communications strategy that focuses on bringing new work and audiences to Give a Book.
- Supporting the team in implementation of the fundraising strategy, researching, and occasionally contributing to funding applications.
- Supporting and contributing to regular reports for funders in accordance with grant conditions, deadlines, and formats.
- Creating and updating Excel databases of funding sources (donations, trusts and grants generated income) and maintaining up to date correspondence with funders and supporters.

- Assisting with the organisation, marketing, and logistics of any Give a Book/Prison Reading Groups public events throughout the year.

### **Volunteer Management**

- Assist with recruiting and supporting volunteers.

### **Application process and key dates**

Please send a CV and covering letter (no more than 2 pages) giving examples of the skills and experience we are looking for, to [info@giveabook.org.uk](mailto:info@giveabook.org.uk)

- Deadline for applications is 12 noon on Friday 30<sup>th</sup> July 2021
- Start date August/September

If you would like an informal discussion about the role, please email [adeela@giveabook.org.uk](mailto:adeela@giveabook.org.uk) to arrange a call.

GIVE A BOOK welcomes applicants regardless of race, nationality or ethnic origin, religion or religious belief, sex or marital status, sexual orientation, disability or age.