Job Pack – Administrator

# About DTA Wales

The Development Trusts Association Wales ([DTA Wales](https://dtawales.org.uk)) is an independent practitioner-based membership organisation promoting the work of, and supporting the growing network of, community enterprises in Wales.

We are a small core team but with an increasingly big reach and growing impact as we work alongside and through our members, a large and growing pool of peer mentors and a range of experienced associates across Wales. Each programme of work we undertake we do through an expanding series of relationships both within Wales and as a Welsh partner across the UK.

With this small core size comes flexibility and an agility to make a real difference here in Wales within this decade, where communities are being challenged through a combination of reduced public investment, increased demand for services, rising costs of living and the challenges arising from the climate and nature emergencies arriving on their doorsteps.

Development trusts are a wide spectrum of organisations – most being geographically located but thematic development trusts are emerging - that are:

* community based, owned and led;
* engaged in the economic, environmental and social regeneration of a defined area or community of place or interest;
* independent but seek to work in partnership with other private, voluntary, and public sector organisations;
* self-sufficient or aiming for self-sufficiency, and not for private profit.

DTA Wales supports their emergence, development and growth through a series of programmes including:

***Outreach and engagement*** amongst communities across Wales, using peer mentoring as the key to encouraging and enabling communities to take the first steps as a development trust. We run the [Egin programme](https://dtawales.org.uk/egin/) on behalf of The National Lottery Community Fund as one example of this.

***Enterprise support and development*** is crucial as communities develop self-sufficient trading models that give them financial independence and long-term viability. We run the peer mentoring and net zero elements of [Social Business Wales](https://dtawales.org.uk/social-business-wales/) service on behalf of the Welsh Government.

***Community asset ownership support*** is often if not always key. Communities taking on properties – from shops to village halls, energy generation sites to public green spaces – provides an underlying asset upon which self-sufficient trading can take place. We are the Wales coordinator for the [Community Ownership Fund](https://dtawales.org.uk/community-ownership/) on behalf of the UK Government.

# Why work for us?

DTA Wales might be a small team – eight of us in the core with nine facilitators across Wales and adding six new roles this summer - but we hold a series of ‘assets’ of our own that make us a significant force for delivering sustainable and resilient communities across Wales in the coming decade.

* We are ***independent***, answerable to our members who are all themselves community owned enterprises up and down Wales.
* Our members give us our ***collective intelligence*** i.e. we draw on their immense skills and experiences in designing and delivering solutions.
* Our members provide us with our ***front-line workforce*** i.e. we work wherever possible through a peer mentoring approach where our members are paid to support each other and emergent community enterprises.
* Independence, collective intelligence and access to increasingly professional peer mentors give DTA Wales immense ***flexibility and an ability to move at the pace and scale*** required to meet the challenges our communities face.
* We are a ***hands-on practical solution focused*** organisation. Occasional forays into policy development don’t get in the way of building a groundswell of community enterprises helping communities become sustainable and resilient across Wales through practical action whether that be in the social services, the arts, sports, local food and transport or the environment.

DTA Wales has the potential to be a small team with a big reach into communities across Wales. Through the power of community action DTA Wales plans to play a transformative role in how Wales achieves a more sustainable economy, society and environment. By consistently cooperating with others DTA Wales’s member’s influence and *impact* is amplified.

By joining DTA Wales you will become part of that small core team but will have the chance to affect big change. People work for us if they understand the big strategic needs for achieving a sustainable economy but believe in the power of enabling community. An interest in policy is welcome, but a passion for practical action is paramount.

If you fancy the challenge and the opportunity, apply to work with us.

# About this position and the programmes you will support.

DTA Wales, having secured a series of programmes (see page 1) are investing in the core team that will allow us to perform to our full potential. Integral to any team is how we administer and organise ourselves. You will be central to this as you join a newly formed operations and administration team at the heart of everything we do.

With a focus on supporting the work we do with enterprises and community assets the postholder will be encouraged gain experiences across all aspects of our work and have the opportunity to develop alongside the DTA Wales as we continue to grow in response to the needs of our members and the communities of Wales.

# Job Description

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| **Job title** | **Administrator (Enterprise and Assets)** | | | |
| **Managed by:** | Operations Manager | | | |
| **Managing:** | There are no staff managed by this role. | | | |
| **Key relationships:** | To principally support the Enterprise Development and Community Asset teams at DTA Wales. | | | |
| **Pay rate** | £21,000 - £24,000 pa (FTE) depending on experience. | | | |
| **Days per week** | 0.6 FTE (3 days / 21 hours a week) - we are very happy to discuss extended or reduced working hours to suit individual circumstances. | | | |
| **Term of employment** | Permanent | | | |
| **Hours of work** | 7 hours per day. DTA Wales sets core office hours as between 10am and 4pm but offers flexibility by negotiation with line managers. Occasional working at evenings and over weekends may be required to meet the needs of the role. | | | |
| **Job location** | DTA Wales retains a Cardiff office. Home working - or supported to work from 'local to you office hub' - anywhere within Wales or within easy reach of Wales is supported. | | | |
| **Travel expectations (work base)** | We retain the expectation for you to be in a DTA office and part of a DTA team on a regular and reasonable basis. | | | |
| **Travel expectations (role delivery)** | Travel around Wales is not expected as part of this role. | | | |
| **Summary of role** | You will be one of two part-time (each 3 days a week) Administrators within DTA Wales. Between you, you will share responsibility for developing, implementing, managing and maintaining effective office and organisational administrative systems, each bringing complementary skill sets. Each will lead the administration of one aspect of DTA Wales alongside supporting the administration of the other. | | | |
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| **Roles / responsibilities** | Supported by the Operations Manager to review, update and then administering a range of office systems in support of our programme delivery, in areas such as accurate data entry and record keeping, purchase and payment record keeping, client management etc. | | | |
|  | Providing secretarial and administrative support including word processing, diary and travel management etc., in support of our work programmes. | | | |
|  | As the lead administrator in support of Enterprise Development and Community Asset to handle day-to-day administration of the programmes, as requested by the Programme Managers including process agreements, contracts, payment claims and other paperwork promptly and reliably; | | | |
|  | Maintain strong communications with contracted mentors, partners and associates in support of ensuring timely reporting and invoicing. | | | |
|  | Assisting in the production of reports to and minutes of meetings with funders, clients and partners and where appropriate attending meetings alongside other DTA staff. | | | |
|  | Administration and maintenance of contact records for the Community Ownership Fund (COF) and Social Business Wales (SBW) enquiries and other databases. | | | |
|  | Co-ordination and organisation of - and attendance at - occasional events, conferences, seminars, workshops etc. | | | |
|  | Occasional support to the Communications Manager in the administration of newsletter distributions and social media housekeeping. | | | |
|  | Dealing with community enquiries including the info@ mailbox and the DTA phone. | | | |
| **Person specification** |  | | | |
| **Essential** | Welsh speaking or a confirmed willingness to undertake learning | | | |
|  | At least two years’ demonstrable experience in a similar administration and support role or capacity (can be from any sector). | | | |
|  | High degree of organisational skills and ability to use initiative and adapt. Good inter-personal skills and experience of working in a small team. | | | |
|  | Excellent verbal communication skills and a clear, helpful and polite telephone manner. Willing, helpful, organised and flexible. | | | |
|  | High level of experience in MS Office – including Word, Excel, PowerPoint, Outlook Email and Calendar and Internet Explorer. | | | |
|  | Excellent written skills and the ability to draft correspondence and (with support) reports and to take accurate minutes of meetings. Accurate typing skills and ability to produce reports and spreadsheets to meet deadlines. | | | |
|  | Good time management and prioritisation skills. | | | |
|  | Ability to manage own workload and to work to deadlines without close supervision. | | | |
|  | Experience in at least one of the following areas: book-keeping / accounts procedures, human resources, CRM systems / database operation, social media management, ICT | | | |
| **Desirable** | Knowledge of accounts procedures (processing invoices and payments, recording income and expenditure). | | | |
|  | Sound knowledge of social media and communication strategies | | | |
|  | Knowledge of websites, CMS, blogs and forum use and how they work. | | | |
|  | Experience of event, meeting or seminar/conference organisation and management, and other Marketing skills. | | | |
|  | High degree of computer literacy and an active interest in dealing with computer related issues. | | | |
|  | Willing to occasionally work evenings and weekends and stay away from home overnight with advanced notice. | | | |
| **KEY DATES** |  | | | |
| **Closing date for applications** | | | | Thursday 13th July - **5pm** |
| **Shortlisting** | | | | Friday 14th July |
| **Interview / selection day** | | | | Wednesday 19th July - *please place this as a marker in your diary.* |
| **Anticipated start date** | | As soon as possible. | | |

# Where you will sit within DTA Wales.



# How to apply.

Please complete the application form and return it to info@dtawales.org.uk, with the job title in the subject line.

Please also complete an Equal Opportunities Monitoring Form: <https://forms.gle/E1WUWEsjNNSaYDQV9>

The Equal Opportunities Monitoring form is anonymous and will not be included as part of the shortlisting process. All provided information will be used for recruitment monitoring and provision of statistical data purposes only.

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Company registration no./Rhif cofrestru’r cwmni **04966246**