



The **Amber** Trust

Music for Blind Children

RECRUITMENT PACK





Administrator

JOB DESCRIPTION

Job title	Administrator
Reporting to	CEO
Location	Home based with at least one day per week in the Roehampton office
Hours	Part time 25 hours per week
Contract	Permanent
Salary range	£20,751 – £22,021 per annum (NJC 10 – 13)
Annual leave	25 days per annum plus bank holidays and Christmas closure dates, pro-rata

ABOUT THE AMBER TRUST

Charity overview

The Amber Trust provides musical opportunities for blind and partially sighted children, and children with more complex needs, via its music awards and services. Through its award system, the charity funds music lessons, instruments, specialist software, concert tickets, and travel to musical activities for visually impaired children. Music resources and quarterly sessions with a specially trained music practitioner are offered to children under five and their families (Little Amber) and termly to children over five who also have complex needs (AmberPlus). We have also developed extensive online resources downloadable for free from anywhere in the world. The charity receives no statutory funding.

Vision - For blind and partially sighted children, including those with additional disabilities, to have the best possible chance to meet their musical needs and aspirations and fulfil their potential.

Values - Our core value is that visual impairment and other disabilities should not prevent children and young people accessing appropriate musical opportunities.

Aims - To support and enhance the lives of the 25,000 blind and partially sighted children in the UK, including those with additional disabilities, in their engagement with music.

To promote high quality music provision for all children and young people with disabilities, where this would benefit those with a visual impairment.

ABOUT THE ROLE

Role purpose

- To provide administrative support to The Amber Trust staff and Trustees.
- The role is key to the smooth running and successful administration of all parts of the charity.

Main duties and responsibilities

Admin:

- Receive and process incoming post and general enquiry emails and reply or redirect accordingly.
- Manage Microsoft Office 365 filing system.
- Assist with the design and production of promotional literature and management of stocks and updates.
- Send out music resources to families and practitioners.
- Liaise with volunteers.
- Assist with organising fundraising and awareness-raising events.
- Manage social media profiles and website updates.
- Organise hotel bookings and expenses for performers and volunteers.
- Data input to Salesforce CRM, ensuring data is up to date and accurate.
- Manage photos and videos of children and families, ensuring consent forms are completed and filed.
- Assist with mailouts and other promotional activities.
- Install and manage team collaboration tool for the team, such as Asana.
- Provide administrative support at meetings, including arranging dates and rsvps, preparing agendas, distributing papers.
- General admin duties, including letter writing, minute-taking, scanning, filing, copying, ordering supplies.

Finance:

- Process donations, acknowledge and receipt.
- Run monthly reports and distribute to CEO for review.
- Process invoices and expense claims.
- Cash handling and banking.

General

- Provide general support to the team and the Board of Trustees and any other duties as reasonably determined by the CEO.
- Become an ambassador for Amber, representing the charity externally and contributing to charity's aims at all times.
- Handle general enquiries by email and by phone as required.

Additional information

This job description helps the post holder to understand her/his main duties. It is not exhaustive and the role's duties may change from time to time, in discussion with the post holder and consistent with the level of responsibility of the post.

The post is subject to a satisfactory enhanced DBS (working with children) check.

The post holder will be required to attend training courses, in person and online, as required.

The appointment is subject to the satisfactory completion of a three-month probationary period.

The post holder may be required to travel within the UK, for example to attend evening meetings in London or events and conferences in other parts of the country.

Annual leave entitlement is 25 days per annum, plus bank holidays and Christmas closure dates pro-rata.

The post-holder will be auto-enrolled on Amber's workplace pension scheme and the charity will contribute 3% of qualifying earnings to the scheme.

PERSON SPECIFICATION

Education	Determined by	Essential	Desirable	Notes
At least 5 GCSE's grade A-C including English and Maths	Application	✓		
At least 2 A levels or equivalent qualification	Application		✓	
Experience				
Proven experience of working in an administrative role and supporting a small team	Application/interview	✓		
Extensive experience of Microsoft Office suite of applications (Outlook, Excel, Word, PowerPoint)	Application/interview	✓		
Experience of other IT applications, including CRM, document management tools and team collaboration tools	Application/interview	✓		
Experience of working with design software such as Canva	Application/interview		✓	
Experience of working in the charitable and/or education sector	Application/interview		✓	
Some experience of financial administration	Application/interview		✓	
Experience of social media communications	Application/interview	✓		
Skills				
Excellent communication skills both written and verbal	Application/interview	✓		
Professional and confident telephone manner	Application/interview	✓		
High level of accuracy and attention to detail	Application/interview	✓		
Able to identify and act on opportunities for continually improving ways of working	Application/interview	✓		
Able to proactively identify and solve problems	Application/interview	✓		
Personal Attributes				

An appreciation and understanding of the importance of confidentiality	Application/interview	✓		
Professional and respectful to all beneficiaries, clients and colleagues, including the ability to empathise and apply discretion when appropriate	Interview	✓		
The ability to deal with a wide range of people with good humour, tact and diplomacy	Interview	✓		
Ability to self-motivate, work unsupervised and as part of a team	Application/interview	✓		
Confident, organised and efficient with the ability to prioritise and manage multiple tasks	Application/interview	✓		
Able to work to tight timeframes	Application/interview	✓		
Hard-working and reliable	Interview	✓		
Other				
Use of own transport and willingness to travel	Interview		✓	
Flexibility in working hours	Application/interview	✓		
Willingness to undertake training as required	Interview	✓		
Commitment to equality and diversity, treating people from all backgrounds with respect and dignity	Interview	✓		