



Job Title:	Administrator
Reporting To:	Executive Assistant
Location:	Leicester Office
Salary:	Band F – £18,000 - £20,000 per annum
Contracted Hours:	Full Time – 37 hours per week (part-time/ flexible working hours and some home working will be considered for the right candidate)
Contract:	Permanent Contract

Job Purpose:

Young people are facing huge challenges today. Youth workers offer them the support they need, equipping them with the practical skills to be resilient and contributors to the economy and society. The NYA is the national body for youth work in England. We believe investing in young people’s personal and social development helps them overcome challenges and reach their potential. We want to ensure young people get access to the youth workers they need, so we seek to secure youth work through policy and advocacy, supporting youth workers to do their jobs better and securing new resources.

The National Youth Agency is at a very exciting point in its development. We are seeking an experienced administrator to support our work across the organisation. You will join a committed, lively team working together at the forefront to transform the lives of young people through the power of youth work.

This role will be responsible for providing an efficient and effective admin support function for the organisation, working across all teams. It will involve liaising with internal and external colleagues and organisations, contractors and providers of outsourced services.

We are looking for a positive, self-starter with strong organisational skills, who is confident with managing multiple tasks, and priorities and is able to provide an efficient administrative support function. The ideal candidate will be able to work well in a team and also work of their own initiative, and have an ability to observe when people need support or things need doing.

In this role you will be responsible for providing support to in the day-to-day administration of the NYA.

This role has a wide ranging remit; your work will include;

- arranging meetings, events and travel
- answering telephone queries
- preparing reports, documents and presentations for internal and external meetings
- assisting in the maintenance of accurate records
- acting as the point of contact for internal and external stakeholders
- support meetings including providing agendas, minutes and briefing documents.
- any other duties that may reasonably be required of the post

To be considered for this role, the successful candidate must have previous experience of providing high level administrative support to a team, and must possess excellent organisational skills. It is essential to have experience of arranging meetings, travel and accommodation with some minute taking skills. The successful candidate will have excellent verbal and written skills, with great attention to detail.

In additional

The post holder may be required to attend events and conferences across the UK.

The post holder should remain an NYA Brand Ambassador, promoting our extensive brand throughout their employment as well as networking at events and conferences on behalf of the NYA.

NYA Values/Behaviours

The NYA has a set of corporate values which all employees and trustees are expected to exhibit at all times. Our values are:

Bold	Together
Make a Positive Difference	Integrity

NYA Goals

The NYA exists to 'transform the lives of young people through the power youth work' – all employees of the organisation are required to work together to achieve these strategic goals and to deliver the vision and instructions of the Board of Trustees.

1. Developing a skilled and effective youth sector workforce
2. Influencing practice through policy and research
3. Deliver a sustainable National Youth Agency
4. Creating opportunities for young people

Confidentiality

The post holder will have access to confidential information and is expected to ensure that the highest level of confidentiality is maintained at all times.

Office Base

Leicester Office (LE1 5SN)

Creating opportunities for young people

This is a description of the job as it is presently constituted. It is the practice of The NYA to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.

The National Youth Agency (NYA) is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the organisation.

If you are interested in this post please go to <http://www.nya.org.uk/about-us/jobs/> and complete the application form. Completed application forms should be returned to jaedet@nya.org.uk no later than noon on Tuesday 8th October 2019.

Closing date: Tuesday 8th October 2019 (noon)

Interview date: To be confirmed following shortlisting – interviews to take place in Leicester (LE1 5SN).



Person Specification: Administrator

Requirement	Description	
Education/ Experience	Educated to at least GCSE level in associated field.	Essential
	Excellent interpersonal skills and good spoken and written communication skills.	Essential
	Good organisational skills with a mature and flexible attitude. The ability to prioritise and organise workload.	Essential
	Excellent telephone skills and a professional, courteous and helpful manner.	Essential
	Experience in organising meetings and events and ensuring that all necessary arrangements are in place.	Essential
	Experience of working in a team and providing support to a range of different staff members.	Essential
Skills & Abilities	Excellent IT skills including MS Office packages.	Essential
	Excellent written and spoken communication skills with a strong attention to detail.	Essential
	Ability to work co-operatively and constructively in a team environment.	Essential
	Well organised with good time management and the ability to prioritise a busy and demanding workload and reprioritise when necessary.	Essential
	A can do attitude to work	Essential
	Solution focussed and pro-active approach to work.	Essential
	Able to work with minimum supervision and to make decisions independently.	Essential
	Attention to detail and a commitment to quality.	Essential
Knowledge & understanding	Comfortable with using digital technology such as Facebook, Twitter, Instagram etc.	Desirable
	An interest in young people's personal development and participation.	Desirable
	Flexible and able to work weekends and evenings within the UK, if required by the role.	Desirable