**Role description**

**Administration Officer**

(2 days per week)

Starting Salary £24,000 pro rata

**Reports to CEO**

**Location: London**

Flexible hours offered - you will need to ensure your time in the office overlaps to some extent with other staff, but you could choose to work four half days or two full days as you prefer.

June 2018

**Introduction**

Do you have strong administrative and organisation skills, with excellent attention to detail and the ability to monitor day to day activities in a small organisation?

Do you believe that everyone should feel good about maths?

Are you interested in a role that will support delivery of family learning events, , and monitoring and evaluating the effectiveness of our work?

**Who we are**

Maths on Toast is a small, new charity and social enterprise that’s here to make every family feel empowered and inspired about maths. During our first four years, we increased our income from nil to £60,000 / annum, through a mixture of fundraising and trading – and worked with thousands of people.

Our ambition is to build Maths on Toast’s brand, making it the go-to organisation for family maths – and so transforming children’s and parents’ experience of doing maths together.

**Who we are looking for**

This is a fantastic opportunity for someone keen to take an active role in a small, ambitious/growing charity. You will have hands-on role in taking us to the next level of engagement with our audiences and making maths fun for all the family.

We need someone to take the lead on running our operations and managing our day to day work, someone deeply organised with excellent, IT, people and communication skills as well as an understanding of budget management, to help support the organisation with a strong operational foundation for our planned growth.

Over the next year, we plan to increase our income and impact further in a geographically specific location; London Borough of Camden, working with more schools, entering into additional partnerships, building relationships with more funders, and selling products direct to parents in addition to the events we offer them for free. Our ability to engage parents and children with maths will continue to increase in an iterative way based on local knowledge and demographics.

**Role description:**

This job description is not comprehensive and you may also be asked to take on any other administrative tasks that reasonably arise in line with your role and our organisational needs.

1. To take a lead on updating our supporters, in collaboration with our CEO and trustees:

* Monthly reporting on targets to the board of trustees
* Maintenance of the Maths on Toast website including updates and amendments
* Sending monthly newsletters via Mailchimp (to be signed off by CEO)
* Monitoring Social Media pages and posting on occasion or as instructed
* Collating data and project feedback for documents such as the Annual Report

2. To manage the operational side of our product sales:

* Managing and maintaining the Amazon Seller account
* Managing the preparation, packaging and delivery of our products
* Managing stock levels on our products
* Invoicing
* Arranging the printing of marketing materials

4. To manage the administration of the charity:

* Responding to emails and enquiries
* Ensuring that any bank or finance forms are up to date and supporting the treasurer when needed
* Confirming payroll information and liaising with the accountant
* Arranging any necessary travel and accommodation when needed
* Supporting the board to ensure that Maths on Toast are compliant with Companies House and the Charity Commission
* Liaising with office space providers
* Supporting the CEO and Event Leader with ad hoc tasks
* Office filing and management of staff documents such as holiday forms

**Person specification**

Essential:

* Strong administration and organisational skills;
* Attention to detail;
* Demonstrable Ability to manage own workload;
* Proven ability to work on own initiative;
* Working knowledge of Microsoft and Mac IT packages;
* Excellent communication skills.

Desirable:

* Experience of start-up organisations in the non-profit sector;
* Experience of working in a fast paced operational environment;
* Experience of administration and setting up processes;
* Experience of budget management.

Because we work with children, you will be required to undergo a DBS check.

**How to apply**

Please email Alexandra Fitzsimmons, CEO – [info@mathsontoast.org.uk](mailto:alexandra@mathsontoast.org.uk) - if you would like to arrange an initial phone call about the role, or have any questions. Please apply by sending a CV and a letter explaining your motivation and relevant experience to [info@mathsontoast.org.uk](mailto:info@mathsontoast.org.uk)

**Deadline for applications: 21st June 2018**

**Interviews will be held on 27th June at our offices.**