

Role description

January 2022

Administration & Communications Manager (part-time)

2 days per week (14 hours)

Salary £25 - 28k pro rata depending on relevant skills and experience

Reports to CEO

Location London/Remote. Mix of office and working from home. Office base in Hoxton.

Flexible hours offered You will need to ensure your time overlaps with other staff, we currently have a core set day.

Introduction

Do you have strong administrative and organisation skills, with excellent attention to detail?

Are you an effective communicator and an energetic, resilient self-starter who wants to learn new skills and help a small charity reach more people?

Would you like to take a hands-on role in an ambitious organisation that's working to make maths part of everyday family fun?

About us

Maths on Toast - the family maths charity - is here to make every family feel empowered and inspired about maths by showing that maths can be a creative, enjoyable family activity.

Our ambition is to build Maths on Toast's reach, making it the go-to organisation for fun family maths that is accessible to all – challenging perceptions of what maths is and transforming children's and parents' experience of doing maths together.

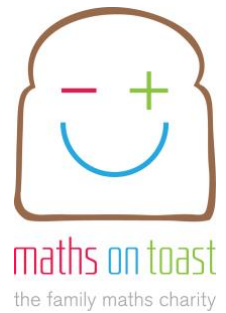
Our target audience is families with children between 5 and 12 years old.

We run events and workshops in the community, including in libraries; develop resources for use at home; and work with schools to reach more families and encourage parental involvement in creative maths. We work with targeted community groups to reach people who might not otherwise come to us.

Maths on Toast is a charity based in England and Wales. Registered charity no. 1151486

Registered Company no. 08196529.

Registered address NCC Space, Block D, Hackney Community College, Falkirk St, London, N1 6HQ



Who we are looking for

This is a fantastic opportunity for someone keen to take an active role in a small, ambitious charity that is growing year on year.

You will have a central role in taking us to the next level of engagement with our audiences and making maths fun for all the family.

We are looking for someone with excellent administration and communication skills to take the lead on managing our day-to-day work and communicating our message, and help support the organisation with a strong operational foundation for our planned growth.

Role description:

This job description is not exhaustive 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. **Communications:** Leading on updating our supporters, in collaboration with the CEO
 - Take responsibility for Maths on Toast's website, blog and social media channels ensuring all content is up to date, relevant and engaging, using the organisation's tone of voice
 - Developing content in collaboration with the Community & Schools Outreach team
 - Maintain and manage Maths on Toast's website and liaising with our external website developer
 - Send monthly newsletters
 - Monitor and report on digital engagement
2. **Administration and Finance:** Leading on the administration of the organisation.
 - Respond to emails and general enquiries
 - Ensure our basic operational needs continue to be met (office, printing, IT, website and email addresses, supplies, insurance, etc)
 - Liaise with our office space providers

- Support the CEO and the board to ensure that Maths on Toast are compliant with Companies House and the Charity Commission
- Ensure that any bank or finance forms are up to date, supporting the Treasurer when needed; act as a bank signatory
- Confirm monthly payroll information, raise invoices, process payments and expense claims, process Gift Aid claims and undertake other basic financial administration; liaise with our accountant as needed
- Ensuring all stakeholder contact information (community partners, funders, schools, suppliers etc) is kept up to date
- Arranging any necessary travel and accommodation when needed
- Office filing and management of staff documents such as holiday forms
- Supporting the CEO and the Community & Schools Outreach team with ad hoc tasks or projects
- Other duties as appropriate

3. Operations: Managing the operational side of our commercial resources and products. We currently have two products: *Number Rumbler!* a family maths card game, and *Festival of Triangles* a toolkit package for schools to run their own family fun maths event.

- Manage and maintain our e-commerce activity
- Manage the preparation, packaging and delivery of our products
- Manage stock levels of our products, re-ordering as needed
- Arrange printing of materials and resources as needed
- Liaise with current trade retailers, arranging re-deliveries as needed
- Identify and support new opportunities to sell *Number Rumbler!* at events

4. Evaluation and reporting: Measuring our impact.

- Collate data and project feedback for reports such as our annual report, funding updates, and prepare monthly reports for Trustees
- Develop ways to listen to our audiences so we can build up an understanding of their needs to support decisions about our direction
- Support the CEO and Treasurer in producing the Annual Accounts and Annual Report

Person specification

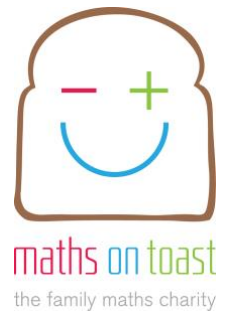
Essential:

- Enthusiasm for the vision and mission of the charity
- Self-starter, with a proven ability to work on your own initiative
- Excellent administration and organisational skills
- Proven experience of using finance systems and ability to learn new systems quickly
- Proven experience of using content management systems, CRM systems and email marketing platforms and ability to learn new systems quickly
- Excellent copywriting skills, an understanding of writing for different audiences and an ability to communicate our message clearly
- Strong IT skills including a good working knowledge of Microsoft Office
- Familiarity with the major social media and communication platforms
- Resilience and persistence: Keen to take on challenges, solve problems, and learn new skills
- Experienced at building networks and keen to collaborate
- Ability to relate own experiences to the challenges and opportunities at Maths on Toast

Desirable:

- Experience of working for a small charity
- Experience of using Xero
- Experience of using Wordpress
- Experience of using Salesforce
- Experience of using Mailchimp
- Experience of using design software (we use Canva and Procreate)
- Experience of using e-commerce systems
- Experience of using Mac OS

Because we work with children, and as our office is located in a community college, you will be required to undergo a DBS check.



What we can offer you

- Flexible working days/times
- Pro rata equivalent of 25 days holiday plus bank holidays
- NEST Pension
- The opportunity to work with a committed, friendly team in a small charity

How to apply

Please email Lucy Davis, CEO – lucy@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 (max. 2 sides A4) explaining your motivation and relevant experience to recruitment@mathsontoast.org.uk

Deadline for applications: 6pm, Thursday 3rd February 2022

Interviews: 10th & 11th February 2022 – please hold these dates, successful applicants invited to interview will be informed by 7th February

Interviews will be held via Zoom or in person at our office (tbc)