

FOUNDATION ADMINISTRATOR

The ideal candidate will be an active member of the Foundation's Finance and Administration team working across the business to support the overall functioning of the Foundation as well as supporting the Business Development, Herlingshaw and Operations Teams. The role will work as part of the team to deliver the Together 2024-28 strategy in particular our themes of Sustainable and Supportive Together, and will live our core values of quality, inspire, team work, inclusive and honesty and integrity in the interactions with beneficiaries, partners and colleagues.

The Role

- Answer telephone to deal with enquiries and take bookings and payments
- Maintain email inboxes and respond to enquiries in a timely manner
- Support recruitment processes, including processing incoming applications and organising interviews with candidates
- Process internal requests for complimentary match day tickets and other match day experiences
- Input data into various systems, including Microsoft Excel and Salesforce
- Organise employee travel and accommodation
- Monitor and distribute employee kit
- Maintain office supplies
- Other ad hoc duties as required
- Meet data protection and health & safety standards, including undertaking training as required
- Demonstrate a strong commitment to inclusive practices, adapting resources to ensure equal opportunities for all

Person Requirements

Essential

- Previous experience working within an admin environment
- Excellent verbal and written communication skills
- Confident approach to liaising with customers over the telephone and in-person
- Experience using Microsoft Office suite, particularly Outlook, Word, and Excel
- Positive attitude and ability to work effectively as part of a team or independently
- Good time management and organisational skills
- Ability to work under pressure and to tight deadlines
- Promote the vision, mission and core values of the Foundation.

Desirable

- Commitment to working occasional match days for Men's and Women's teams
- Experience using online data reporting systems, such as Views or Salesforce
- Experience within a charity or similar organisation
- Knowledge of Sage or accounting

If you would like to apply for any of the above roles and can demonstrate the Foundation's core values, please email recruitment@mfcfoundation.co.uk and request an Application Form.

CLOSING DATE FOR APPLICATIONS: SUNDAY 17 NOVEMBER 2024

INTERVIEWS TO BE HELD ON: W/C 25 NOVEMBER 2024

Full job descriptions are available at <https://mfcfoundation.co.uk/get-involved/careers>

These posts fall within the scope of 'regulated activity' and are exempt from the Rehabilitation of Offenders Act (1974).

Successful applicants will be required to undertake a Disclosure & Barring Service (formerly CRB) check and are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders (Exemptions) Act 1975.

MFCF is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. MFCF is also committed to the safeguarding of vulnerable groups