



JOB TITLE: **Senior Manager, Administration and Resources**, (full-time), £30-38k depending on experience.

REPORTING TO: Head of Corporate and Partnerships

JOB PURPOSE: The role of Head of Administration and Resources (part of the Senior Management Team) is to lead the administration and human resources element of *Cause4* and to take a lead role in the administrative delivery on major projects, particularly the Arts Fundraising & Philanthropy programme.

The role will also provide oversight and management of our workspace facilities and daily operations at our office at Mindspace. This is a critical coordination and administrative role in a growing enterprise.

ABOUT CAUSE4

Cause4 champions new ways of scaling up charities and social enterprises supporting them to change and grow. A small team but with big ambition and a big heart, it's not the size of project that matters to us but whether it can make an impact. Provoking change is at the heart of our mission.

Cause4 works in partnership with corporations, charities and people to develop important projects, create new business models, as well as to raise vital funds working across the *charity, arts, sports and education* sectors. Since set up in May 2009, *Cause4* has raised over £55 million for clients and is committed to helping attract the best graduate talent to work on some of the charitable sector's most pressing issues.

As a social enterprise and certified B-Corporation, *Cause4* measures its social impact based on the level of income achieved for clients, and the associated impact of programmes across multiple beneficiary communities.

CAUSE4 VALUES

- **Curious** – our culture seeks to foster ideas, encourage considered risk-taking and support creativity that will achieve the best results.
- **Ambitious** – we actively encourage partnerships and collaboration, supporting organisations to be open to change in a fast-changing environment.
- **United** – we put team-working and collaboration at the heart of all our work.
- **Straight-talking** – we are straightforward and honest, and our communications are simple and jargon-free.
- **Entrepreneurial** – we aim to develop dynamic and entrepreneurial business models that support sustainable and cost-effective programmes for charities.

Purpose of Role:

Cause4 is now looking to recruit a Senior Manager, Administration and Resources to specifically lead the administrative and resources functions at *Cause4*, and to support the efficient delivery of high-profile national programmes, specifically the Arts Fundraising & Philanthropy Programme.

The post is an exciting opportunity for an experienced and passionate administrative professional to make an impact across the charity sector. This post will be employed by *Cause4* and will be based in our London office, Mindspace.

Role Description:**Management:**

- To manage daily office operations (customer service, health and safety, staff handbook et.al).
- To provide specific support for the CEO in managing high-level meeting requests and developing advocacy projects with funders and Government.
- To provide support to the CEO in managing the company's process of business planning and resourcing, drawing in key stakeholders, Non-Executive Directors and monitoring progress.
- To lead on development of company accreditation - Investors in People, B-Corp, London Living Wage in respect of ongoing use of kite-marks etc.
- To negotiate contracts with suppliers and manage procurement effectively within our ethical standards as a B-Corporation.
- To act as the primary liaison with our landlord Mindspace and to develop and oversee office standard operating procedures.
- To lead procedures such as travel coordination for our busy team and to ensure we meet our 'green' standards as a B-Corporation.
- Coordinate with other Senior Management Team members to provide vision, leadership and strategic direction to junior staff, improving outcomes for clients.

Technology:

- To oversee (alongside Head of Development and Operations and Senior Digital Associate), *Cause4's* IT infrastructure and to coordinate digital development and IT infrastructure in conjunction with key suppliers.
- To lead associated IT and digital procurement projects.
- To administer the company's key planning and resources tool, Mavenlink.

Human Resources:

- To oversee *Cause4's* human resources requirements in conjunction with company lawyers Winkworth Sherwood; including new employee induction, managing and administering health and other employee benefits, maintaining personnel records and contracts, monitoring insurance coverage and ensuring that personnel policies are up-to-date.
- To lead the company's Culture Plan development in conjunction with the Senior Development Manager and to oversee all aspects of staff welfare, training and social engagements.

Clients:

- To support client delivery (resourcing, planning and contract management specifically) and our associated project management systems.
- To lead client contracting in conjunction with the *Cause4* team and our lawyers Winckworth Sherwood.

- To support or lead client projects as appropriate and required.

Arts Fundraising & Philanthropy (0.4 of role):

To be the lead administrator for this major Arts Council England-funded programme (currently funded until March 2022) with key duties to include:

- General administrative support for the Programme, ensuring an audit trail is documented, and standard operating procedures for automated areas are developed.
- Provide financial administration of the Programme; income and expenditure monitoring, tracking accruals, supporting the Head of Programme with reporting.
- Supporting administration around funding distribution including regular Networks funding and the Sector Innovation funds.
- Management of contracts processes pertaining to participant relationships – working across the Programme including with Fundraising Culture Change participants; Professional Fundraising Fellowship cohort; one-day and Tailor-made Training clients.

Knowledge, Skills and Experience Required

- Significant experience of working in a company in a senior administrative capacity.
- Demonstrable commitment to the Cause4 values: Curious; Ambitious; United; Straight-talking and Entrepreneurial.
- Experience of managing external clients, suppliers and stakeholders.
- An understanding of IT processes and infrastructure and procurement processes.
- Excellent social and communication skills; able to operate with diplomacy, tact and empathy.
- Ability to multi-task and to work across a variety of different business areas.
- Outwardly focused and interested, in order to be aware of new developments and sector trends, and able to relate how developments in different arenas such as Health and Safety can work to the benefit of the organisation.
- Ability to think laterally to maximise opportunities to promote the work of the organisation.
- Conscientious, with a positive 'can do' attitude.

To apply

Please forward a covering letter outlining your interest in this role and how you would meet company values (no more than 1 page A4) and your CV to ben.wilson@cause4.co.uk

Applications close at 5pm on Friday 7 December and interviews will be held the following week.