



# Join Our Team: Full-Time Charity Administrator at The Good Company People.

## About Us

At The Good Company People, our mission is to help older adults, many of whom are experiencing social isolation, memory changes, or dementia, and their carers, live happier, healthier lives in their homes and communities.

The Good Company People is one year into our three year goal of supporting 800 members across the High Weald. We are gathering evidence of the effectiveness, feasibility and acceptability of Good Company and building and refining our model to prepare for scaling up across Sussex. Ultimately, we will develop a blueprint for the UK so that everyone has Good Company on their doorstep.

We are a values-driven organisation with a rapidly growing team consisting of 4 FTE staff and currently 27 volunteers co-creating a transformational movement starting in Crowborough and surrounding villages, to address one of the greatest challenges of our lifetime.

## Our Values

**Respect and Trust:** The cornerstone of all relationships.

**Community:** Leveraging the experience and passion of people with lived experience.

**Curiosity:** Building Good Company around the needs, hobbies, and wishes of our members.

**No one size fits all:** Celebrating the uniqueness of each individual.

**Everyone is welcome:** We are inclusive and embrace diversity.

## About the Role

We are seeking a full-time administrator with a growth mindset who is eager to use their skills to bring together all the moving parts of our fast-paced organisation. Due to the ambitious nature of our start up, your role will develop with the scaling up of the organisation. We are looking for

someone who is keen to learn and test new approaches, able to take on diverse projects and work closely with the CEO. This role is ideal for someone who is comfortable embracing new technology to streamline processes so we can work smart and spend more time with members providing Good Company.

As a team we constantly challenge ourselves to go the extra mile for our members. We feel a great sense of responsibility to get Good Company nationwide as the need is so great. If you have passion and drive, you will enjoy working with our motivated team. We work remotely but meet regularly in person and are very flexible.

## Why Join Us?

**Passion for our Mission:** We work hard to make a significant impact and are ambitious about the change we create.

**Wholehearted Commitment:** We bring our whole selves to work, supporting each other to learn and grow, including learning from mistakes.

## Key Responsibilities

### Volunteers

- **CO-ORDINATE:** Support the Volunteer Lead with volunteer background checks, onboarding, training, organising monthly learning sessions and socials.
- **ADMIN:** Ensure all volunteer paperwork and ongoing training is up-to-date.
- **RESOURCING:** Work with the volunteer team to ensure the right resources are in place at Good Company at Clubs and Concierge service.
- **COMMS:** Be an ambassador for Good Company and inspiring people in the community to join the movement.

### Members

**We go the extra mile with members and you will play a critical role in helping the team to welcome and support members.**

- **ADMIN:** Assist the Concierge team with recording all paperwork and touch points on the database.
- **DEVELOPMENT:** Help develop (with a database consultant) and maintain a customised database to support workflows and automation.
- **RESOURCING:** Booking in members to Good Company Clubs and ensuring the team have regular touch points
- **COMMS:** Support the development and distribution of member newsletter and social media updates.

### Staff

- **ADMIN:** Ensure all contracts and paperwork are in place for staff and consultants including staff training, absence, and annual leave.
- **PROGRAMME MANAGEMENT:** Support the CEO in meeting quarterly milestones and celebrating successes.

## Board

- **COMMS:** Assist the CEO with managing information flow between the team and the Board, including organising workshops, meetings, and committees.
- **ADMIN:** Ensure all policies, insurance renewals, and contracts are up-to-date and fulfil the charity's statutory obligations under the Charity Commission.

## Skills & Experience

- A proactive and growth-oriented mindset.
- Strong organisational and time management skills, with the ability to multitask and prioritise effectively in a fast-paced environment.
- A values-led approach to building strong relationships.
- Proficiency in using tech tools and software applications to streamline processes and improve efficiency, such as CRM systems and project management.
- Strong communication and interpersonal skills.
- Flexibility to adapt to changing priorities and charity needs.
- Self-motivated and able to work independently with minimal supervision, while also being a team player.

## Application Process

If you are inspired by our mission and believe you have the skills and mindset to help us grow, we would love to hear from you. The salary is £27,000. If you would like to have a conversation to find out more about the role, please call Lucy on 07775007736.

Please send your CV and a cover letter outlining your suitability for the role to [lucy@thegoodcompanypeople.org](mailto:lucy@thegoodcompanypeople.org) by 28th June 2024.

Interviews will be conducted on 2nd and 9th July 2024 and start date ASAP.

The Good Company People is an equal opportunities employer, and we are committed to providing an inclusive, supportive and diverse work environment. We welcome and encourage applications from individuals of all backgrounds.



**Charity Number:**