



driver youth trust

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Driver Youth Trust - Operations Assistant

Location: Central London

Benefits: 20 days' annual leave + Christmas period + bank holidays

Contract Length: Permanent position (35 hours per week)

Salary: £20,000 – £25,000 per annum (commensurate with skills and experience)

Reports to: DYT Director

Closing date: Midday, Friday 19th May 2017

[The Driver Youth Trust](#) is a national charity dedicated to improving the life chances of children and young people with a focus on those with literacy difficulties and who may have SEND, particularly children with dyslexia.

We are currently looking for an attentive Operations Assistant, who will be a key part of our operations team and will undertake a variety of office-based activities to help the team work efficiently and effectively in delivering support to teachers and schools. You will be a highly motivated and enthusiastic individual who can think on your feet, is solutions-focused and comfortable working in a fast-paced team. A natural interest in education and children is desirable.

The Operations Assistant, is the main point of contact for any DYT-related enquiries. Therefore, we are looking for an excellent communicator face-to-face, over email and via telephone.

Managing our day-to-day finance activities, you will have experience of budgets, invoicing and bookkeeping. We are particularly interested in candidates with experience of setting up finance systems.

Finally, the Operations Assistant will provide general administrative support to the team, which can be everything from updating the website to cross-checking data against our CRM, so an ability to identify priorities and manage your own workload are key.

There are great development opportunities for the right person.

To apply for this position please download the job description and person specification document below and send your CV and a Covering Letter by clearly addressing how you meet the criteria for the role, as set out in the person specification, to info@driveryouthtrust.com. Please also state your current salary and where you saw this advertised (for recruitment monitoring purposes). Please address your covering letter to Chris Rossiter, DYT Director.

Job Description

Key responsibilities

Administrative support:

- Support meetings with the DYT team by booking rooms and catering, preparing agendas and other papers and taking action notes.
- Act as a first point of contact for telephone and email enquiries to dealing efficiently and promptly with queries.
- Update and maintain CRM software(Capsule) in an accurate and timely manner.
- Update and maintain calendar of DYT director.
- Produce weekly summaries of tasks and meetings for DYT director.
- Personnel administration, including collating and updating of records.
- Supporting the team with document control and storage in accordance with data protection and other regulations.
- Acting as a host for visitors.
- General administration duties.

Financial management support:

- Check, process and record all payments, administer invoices and expenses claims received, code items to agreed budgets, and action payments.
- Reconcile transactions on computer and bank statements and ensure that all accounts balance.
- Liaise with and review budgets and expenditure as necessary with management team and preparing monthly reports and other data as required.
- Prepare sales invoices charging for DYT's services for approval.
- Maintain proper records for all the above on computer book-keeping package and filing of all relevant paperwork. Provide reports and information to Treasurer, Chairman and auditor as required.
- Assist with the collation of documents for DYT's annual report and accounts.

Project support:

- Supporting operations manager in ensuring agreed outputs and key milestones are delivered on time.
- Reminding staff members of outstanding tasks.
- Supporting the operations manager in recruitment of schools onto DYT programmes and helping to co-ordinate the work with schools and associates.

General Requirements:

- Act as a point of contact for partner organisations, who receive funding or other support from DYT and prepare reports as necessary.
- Provide event support for high-profile DYT events.
- Act as a representative for DYT and its Trustees with integrity and professionalism.

- Other duties as directed by the Director and Trustees.

Personal specification

Essential

- Experience as an administrator, whose previous role(s) have had a finance component.
- Strong all-round administrative skills, including experience of organising meetings, events and minute taking.
- Excellent organisational skills; ability to multi-task, prioritise and work on own initiative to deadlines.
- Excellent communicator; ability to talk about DYT confidently with potential partners face-to-face, over the telephone, and by email.
- Patient, self-motivated and diligent – undertaking task promptly.
- Accurate data inputting skills with excellent attention to detail, and a commitment to preserving the confidentiality of organisational data.
- Strong IT skills, and in particular experience of using Microsoft Office, including Outlook, Word and Excel.
- Good team player, but able to work independently.
- An interest in the work and aims of DYT, its history and purpose, and role as a leading organisation in the sector.

Desirable

- Experience of using finance softwares
- Experience of using a CRM system
- Experience of working in a membership organisation or the charitable sector
- Working knowledge of data protection

Employee Benefits

Annual leave

20 days of annual leave per year plus all bank holidays. Three of these days may be designated for the Christmas period.

Pension scheme*

DYT contributes 10% of your annual salary to a pension scheme.

Flexible working requests*

DYT extends the right to request flexible working to all employees.

Season ticket and cycle loans*†

A season ticket loan is available.

Learning and development

Broad training programme and opportunities for individual training.

*length of service criteria apply.

†applies to full and part time employees but may not apply to interns and casual staff.