

Matthew's Hub Job - Charity Coordinator

The HEY Smile Foundation is delighted to support Matthew's Hub find a new member of the team thanks to funding secured through the Two Ridings Community Foundation.

Matthew's Hub is a leading local charity, providing a unique support service for individuals aged over 16, with Asperger's Syndrome and high-functioning autism in Hull and East Yorkshire.

They offer a wide range of services to build confidence and self-esteem, enabling people to take up volunteering and work opportunities. Matthew's Hub also provides a range of social activities and gives advice and support to the whole family along their journey.

Due to the success of the service and the demand of their expertise, Matthew's Hub is looking for a dynamic individual to join their team. The role is initially a 12-month post to support employees to develop existing services and enhance delivery. The ideal candidate will have outstanding administrative skills, with knowledge of the voluntary sector.

The role will include:

- Developing and maintaining a database to capture a wide range of information, e.g. attendance; referral sources; diagnostic processes and training.
- Coordinating admin for the Department of Work and Pensions Work Programme.
- Booking training sessions and ensuring training is offered across Hull and East Yorkshire.
- Organising and marketing fundraising events to ensure they're well attended.
- Updating the website and social media.
- Basic finance processes.

Applications must be directed to Helen Binnie-Wise at the HEY Smile Foundation via hw@heysmilefoundation.org Please submit a covering letter and CV.

In your covering letter tell us why you feel your qualifications and experience make you an ideal candidate.

Closing date: 17:00hrs, 13th February 2017

Salary: Above national minimum wage

Place of work: Hull Central

Initial 12 month contract: 37.5hrs a week

The HEY Smile Foundation is supporting Matthew's Hub in partnership with Two Ridings community Foundation. Should you have any questions or wish to have an informal discussion about the role please contact the HEY Smile Foundation office on 01482 590270.

Person Specification

To fulfil this role, you will need specific knowledge and skills. The following table demonstrates essential competencies and those which are desirable.

Office Skills	Essential	Desirable
<p>Excellent skills in a broad range for products from the Microsoft Office suite.</p> <p>Sound knowledge and experience of office systems and procedures, covering a range of admin tasks.</p> <p>Good literacy and numeracy skills, e.g. GCSE Maths and English A-C.</p> <p>Information management skills.</p> <p>Creating and maintaining electronic and manual filing systems.</p> <p>Diary management.</p> <p>Finance systems.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Yes</p>
<p>Communication</p> <p>The ability to communicate effectively both orally and written. Courteous behaviour is required at all times.</p> <p>Competent with social media.</p> <p>Ability to maintain a high degree of confidentiality at all times.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	

<p>Specialised Knowledge</p> <p>Familiarity with the issues people with high functioning autism face on a day to day basis.</p> <p>Experience of fundraising.</p> <p>Gathering information for tenders and funding bids.</p> <p>Coordinating events.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Yes</p> <p>Yes</p>
<p>Problem Solving</p> <p>Skills to solve basic problems in accordance with procedures.</p>	<p>Yes</p>	
<p>Personal Attributes</p> <ul style="list-style-type: none"> - Organised - Flexible - Reliable - Good sense of humour - Excellent 'people' skills - Respect for the rights of members - Self-motivated - Can remain calm under pressure 	<p>All</p>	