

**Yorkshire Funders**

**Role description**

**Coordinator**

**Part time, flexible, Yorkshire home-based working**

**21 hours a week**

**£16,380 per annum (£15 per hour, full time equivalent £27,300)**

**Permanent contract**

**25 days holiday plus pro-rata Bank Holidays**

**Employers pension contribution of 5%**

**Desired start date mid March 2024**

**About the organisation**

Yorkshire Funders CIO is a small, registered charity which provides networking and learning opportunities for organisations which give out grants to support the Yorkshire voluntary and community sector. Yorkshire Funders has been running events since 1993 and has a 65-strong membership base which consists of local charitable trusts and foundations, community foundations, local authorities, community support organisations and national funders including the National Lottery Community Fund and Leeds Building Society Foundation.

**About the role**

The Yorkshire Funders’ Coordinator, together with the Director, is responsible for organising and providing opportunities for local funding organisations of all sizes and from all sectors to think, share, learn and act together to be more effective and boost their impact on Yorkshire people and places.

**Yorkshire Funders Coordinator Job description**

|  |
| --- |
| 1. **Membership management and development**
 |
| Build good relations with members by getting to know the people and the organisation. |
| Ensure database is kept up-to-date and regularly add new contacts. Use the database to report on membership for trustee meetings. |
| Invoicing annual members and following up with reminders. |
| Be responsible for maintaining the SalesForce how to guides so the team maximise the use of SalesForce to minimise administration. |
| Events management |
| Using the Yorkshire Funders annual Schedule of Activity, assist with the organisation and promotion of each online and in-person event in a timely fashion. Use the SalesForce database to send email invitations and record attendance. |
| Set up the Eventbrite booking page and Zoom link for each event and send final details to attendees a few days before each event. |
| Assist in ensuring speakers are engaged and well briefed by telephone or Zoom.  |
| Write up event/activity summary notes when needed and circulate these with speaker presentations, recording of the session and any other useful information. Also add to [www.yorkshirefunders.org.uk](http://www.yorkshirefunders.org.uk) using Wordpress. |
| 1. **Finance & Governance**
 |
| Prepare all necessary materials for YF board meeting and where applicable book venues and catering. |
| Record and maintain official records of minutes and governing documents of the board. |
| Submit Charity Commission annual returns and accounts. |
| Develop the YF suite of policies so they stay relevant, up to date and in line with relevant legislation. |
| Issue annual requests for financial contributions and log payments etc. |
| Monitor, record and file incoming and outgoing costs and make payments to vendors in a timely fashion. |
| 1. **Communications and marketing**
 |
| Update the news and events pages of [www.yorkshirefunders.org.uk](http://www.yorkshirefunders.org.uk)  |
| Ensure annual hosting and security of website is maintained via 123-reg and Goldenfrog PR. |
| Assist with collation of news sector & events update. |
| 1. **Wellbeing and management**
 |
| Report regularly to the Director on workload and issues regarding capacity.  |

**Yorkshire Funders Coordinator**

**Essential criteria**

* Strong in-person and online event organisation skills.
* Good written and verbal communication skills.
* Ability to nurture, develop and promote effective relationships and communication with colleagues and partners.
* Ability to manage multiple events and projects at any one time, keeping to set deadlines.
* Reside in and have knowledge of the Yorkshire region and a full drivers license with access to a car.
* Microsoft 365, Zoom, Eventbrite, WordPress, understanding of CRM systems such as SalesForce.

**Desirable criteria**

* Adaptable, flexible, responsive and an ability to manage your own workload with support from the Director.
* Understanding of financial planning and budgeting.
* Experience using Mailchimp.

November 2023