

**Inspire Hounslow**  
**Board Admin Support**

**Job Description**

**Hours:** Part time 20-25 hours per month worked flexibly in response to needs of the service, including a 2-hour evening Board meeting (approx. 10 meetings per year).

**Location:** home based with travel to attend Board meetings held in the Borough (usually at Grasshoppers Sports Hub, Osterley).

**Responsible to:** Chair of Trustees

**Responsible for:** none

**Job Purpose:**

Inspire Hounslow is a well-established, grant-giving charity who fund projects in the Borough of Hounslow. The projects are run by local charities, community groups and Not-For-Profit organisations, and primarily benefit disadvantaged young people in the local area. Inspire Hounslow does not directly manage any projects itself.

The Board Admin Support will provide an efficient administration service to support the smooth day-to-day running of the charity. They will be the first point of contact for many enquiries from local charities looking for funding, from partners within the local area, or our suppliers (for example IT or website support). They will support the Chair and the Board of Trustees with charity governance matters.

The post-holder will be expected to work with a high degree of autonomy and develop the role in agreement with the Chair and Grant Development Manager. They will work from home with minimal supervision and full support from the Chair and be confident to use their initiative within pre-set guidelines.

The responsibilities within the Job Description are indicative only and not intended to be a full representation of the role, duties will be commensurate with the post.

The post-holder will be encouraged to look for continuous improvement in ways of working and suggest alternative approaches.

*There is scope to broaden this role and the time commitment for very experienced candidates who wish to bring additional skills to the post.*

## **Responsibilities**

### **1. Inspire Hounslow Board Meetings and AGM**

- Book venues and arrange Zoom log-ons for Trustee meetings
- Liaise with Company Secretary and Chair to co-ordinate the agenda
- Distribute agenda and supporting documents one week prior to meeting
- Attend Board meetings and take accurate minutes, recording decisions and agreed actions
- Arrange for Chair to sign previous meeting's minutes, scan and save onto One Drive
- Liaise with Company Secretary regarding AGM paperwork and agenda

### **2. General Administrative tasks**

- Respond to varied enquiries arising from email and the Inspire Hounslow website; liaise with Chair and Grant Development Manager on appropriate actions
- Circulate relevant emails to Trustees received in the central inbox
- Support the Company Secretary with governance matters including those required by the Charity Commission and Companies House
- Make changes as requested to documents and maintain an accurate and updated filing system on Inspire Hounslow's One Drive
- Update the Inspire Hounslow website as required
- Manage supplier accounts, including Zoom, Microsoft, DocuSign, social media, Microsoft, IT support, insurance company
- Manage MS 365 account as administrator, ensuring the SharePoint is updated and that all Trustee users are supported with using MS tools (e.g. SharePoint, Authenticator)
- Assist in organising occasional external outreach programmes and events

### **3. Grant applications**

- Support the Grant Development Manager including sending on applications received in the central mailbox and liaising with applicants in the Grant Development Manager's absence.

### **4. New Trustee and Volunteer Onboarding**

- Request references for prospective Trustees and Volunteers after interview
- Liaise with Chair/Recruitment Group on communication and start dates
- Request Conflict of Interest forms
- Send new Trustees information pack of Inspire Hounslow documents, set up email and IT access, request Bio and photo for website and arrange loading
- Record Trustee information on Inspire Hounslow One Drive

## **Key Relationships**

The post holder will have contact with a range of people inside and outside the organisation and is required to be professional and sensitive to the needs of our charity partners.

Relationships include close contact with the Grant Development Manager, External Accountant, and the Chair. Additionally, they will have regular contact with:

- i) Trustees
- ii) external auditors, charities, Hounslow Council, suppliers

The post-holder is expected to work to the policies and procedures of the charity.

## **Person specification: Board Admin Support**

### **Qualifications and education**

#### *Desirable*

- Educated to A-Level standard or equivalent
- Business administration qualification

### **Experience**

#### *Essential*

- Previous administrative experience in an office environment
- Experience of accurately minuting Committee meetings
- Experience of Board administration and governance matters
- Confident in using MS Office at Intermediate or Advanced level
- Experience in using and updating a database

#### *Desirable*

- Experience in working in a charity/the voluntary sector

### **Skills and Abilities**

#### *Essential*

- Excellent written communication skills including the ability to take accurate minutes
- Excellent organisational skills with a high level of accuracy and attention to detail
- Ability to manage a variety of competing priorities and to meet deadlines
- Ability to interact courteously empathetically and effectively with a wide range of people and other organisations, ensuring the charity is presented in a professional and helpful manner
- Excellent communication skills face to face, on the telephone and by email
- Ability to develop and maintain effective information systems
- Ability to work unsupervised, use initiative and take responsibility for tasks
- Flexibility and adaptability to changing workloads
- Problem solving skills and project management ability

### **Personal Qualities**

#### *Essential*

- High level of initiative and the ability to plan ahead
- Team player, able to work with staff and Trustees as part of a small team
- High level of personal and professional commitment
- Flexibility and willingness to be involved in a variety of tasks
- An empathy with the ethos of the charity and its purpose
- Inclusive, collaborative and approachable
- A pro-active approach, self-motivated and enthusiastic with initiative