



**Candidate Pack**  
**Finance and Administration**  
**Coordinator**

# HELLO!

The Key is a North East charity committed to inspiring young people to believe in themselves, especially those living in deprivation and facing challenging personal circumstances. We want to create a world where all young people are inspired to believe in themselves and are empowered to achieve their full potential.

Our work is built upon four core beliefs that young people should be:

- Empowered to **use their voice** and be heard
- Trusted to lead and deliver **projects and activities** meaningful to them
- Supported to build the **skills and confidence** they need to thrive
- Inspired to become active citizens by exploring **enterprise or tackling social issues** in their community

Our core beliefs are supported by our organisational values of:

- **Collaboration:** We achieve more together than by acting alone
- **Focus:** We keep sight of the goal to achieve our mission
- **Growth:** We constantly strive to be the best we can be



# About us

## WHAT WE DO

The Key began life over thirty years ago when a determined group of North East young people, youth workers and academics developed a model to engage and support young people to build skills. Over time, the model evolved into a programme to provide young people with an opportunity that empowers them to have voice and agency as they choose and lead their own activities. Today, we call our trusted development programme, the KEY+ Challenge, and its used daily by almost 100 partners throughout the North East.

## THE KEY+ CHALLENGE

The KEY+ Challenge, brings young people together in small groups and with the support of a KEY+ Facilitator (trained deliverer), they're set the challenge to:

1. **Think** of a project or activity
2. **Plan** what is needed for that project, including a budget
3. **Pitch** their project to a panel of volunteers
4. **Do** their project if given the go ahead by the panel
5. **Review** and reflect on their project, learning, and development.

Young people complete this process up to three times, each time planning more progressively challenging projects with greater personal development. Delivering their first KEY+ project is a great achievement for young people, delivering their second stretches young people further and enhances their skills and at Stage 3, they explore enterprise or social action with their project, providing a way to take action and contribute to their communities.




# Why Us

## Why work for The Key

We are a relatively small organisation with big ambitions, operating on an increasingly larger stage. We are looking forward to a bright future as we work collaboratively to achieve our long-term vision.


The Finance and Administration Co-ordinator role is a unique opportunity for you to make a real difference at an exciting time in The Key's long standing history. The Key is a small, but ambitious values led organisation with a budget for development.

You will get to experience the difference our support makes to young people each and every day and to witness the inspiring stories of their ideas, development and progression. That is the fuel that drives and motivates us to achieve more. Here is just a flavour of the things we hear from young people...




" I really did feel empowered and it changed the way I thought. It left me thinking nothing was beyond my reach. "

**CRAIG**



" The Key meant I am capable of being independent and I've got capacity of doing my own unique things and being successful. "

**MAHNOOR**



" The Key helped me no longer feel alone. It helped me feel part of a team and I am so much more confident now. "

**MATT**

## Five reasons to choose The Key

1. An opportunity to inspire belief in young people through the KEY+ Challenge.
2. Work alongside a fantastically skilled and dedicated team and Board of Trustees, who promise to challenge, empower and support you.
3. A unique chance to play a significant and developmental role in an exciting period for a long-serving North East youth charity.
4. Great professional development and profile-raising opportunities.
5. Excellent team spirit with a cracking selection of cake and biscuits.

# The Role

## Job Description: Finance and Administration Coordinator

**Purpose of the Role:** The core of your job is to be that vital person who looks after the things that affect whether The Key runs smoothly. You'll provide valuable support to the rest of the team by carrying out tasks relating to running the KEY+ Challenge, finance, health & safety, IT and dealing with day-to-day queries. Like everyone in our team, you'll be an important voice as we develop and deliver our annual plans.

**Salary:** £26,000 per rata

**Hours per week:** 15 to 22 hours per week

**Reports to:** CEO

### Main Responsibilities:

#### Finance

- Manage income and expenditure including bank payments, invoicing, and petty cash, and update our accounting system accordingly (currently SAGE)
- Prepare contractor payments, according to their performance, ensuring processes are robust and timely
- Deal with any financial disputes as they arise, seeking support from the CEO as required
- Prepare monthly payroll and expenses
- Provide financial information and data reports as needed from our systems (training provided if needed)
- Working alongside the CEO to ensure weekly reconciliation is maintained and recorded

#### Administration

- Provide support for the team by managing back office administrative systems and processes so that The Key works in a high quality and efficient way
- Support the Operations Team with tasks as needed to ensure that groups have excellent experiences when they take the KEY+ Challenge
- Be the link-person for all office equipment suppliers whilst maintaining accurate records of office contracts
- Help answer calls, respond to emails, greet visitors and deal with office post

#### Governance

- Schedule and organise all Board meeting dates, including sub-groups, ensuring venue space is confirmed
- Help prepare and distribute accurate and timely management information for our Board of Trustees
- Take accurate minutes at all Board and sub-group meetings

#### General

- Ensure all equipment is serviced according to contract, electrical PAT testing is completed annually, and our team undertake annual Display Screen Equipment assessments, ensuring the office is safe for all
- Maintain and develop positive relationships with The Key's partners
- Support the development and delivery of Key events and activities as needed
- Cover absence and support the work of the Operational Team as needed
- Be available to work some evenings, specifically in relation to Board meetings

# The Role

## About you

- **You either have significant experience of being employed in this type of role, or you'll be able to show you have other experience** which means you'll be able to transfer your skills. Either way, you'll be interested and motivated by the work of The Key and you'll come into this role keen to pick up different skills across a wide variety of tasks.
- **You'll be financially experienced and literate with a profound eye for detail and an ability to record and communicate financial information in a professional manner** this may include spreadsheets, common accounting systems and verbally.
- **You'll be very practical and you're able to get jobs done**, including creating and maintaining new admin systems that you or the team identify need to be in place.
- **You'll have an ability to prioritise and complete a wide range of admin tasks** and will be IT literate, confident with Microsoft Office. You'll also have the ability to learn and then use new platforms specific to what The Key does.
- **You are either AAT Level 2/3 qualified**, or can demonstrate equivalent experience carrying out similar tasks which means you can operate at that level.
- **You'll be an excellent communicator and you'll have great interpersonal skills**, you're one of those people who makes the office a better place.

### You may have, although not essential:

- Knowledge of how charities operate
- Experience of organising, planning and delivering events
- Experience using different types of IT platforms

**If you have life experience or grew up in a way that helps you to understand young people and the many barriers they can face, then this counts for a lot and we would really like to hear from you.**

## Working Circumstances

- You have a willingness to travel throughout the region to meet job requirements.
- You're prepared to work flexibly to meet the needs and priorities of The Key with evening availability occasionally required for board meetings
- You operate within The Key's policies and procedures and comply with statutory requirements

## Additional benefits

Significant professional development budget annually, wellbeing offer, 27 days annual leave entitlement (pro rata) plus your birthday off!

## Hybrid working details

The Key currently adopts a '3 and 2' model. We ask employees to work in our Newcastle City Centre base for three days and then provide flexibility for where they work the other two. We keep this under review to balance providing a great service, building a healthy team with the spirit of a shared mission, and providing staff with flexibility.



## How to Apply

Please email your CV (no longer than two pages) along with a covering letter demonstrating why you are a good fit for the role to [theteam@thekeyuk.org](mailto:theteam@thekeyuk.org).

**The deadline to submit your CV and covering letter is on Monday 25th September 2023.**

Interviews will be held on Tuesday 3rd October 2023.

If you have any questions or require any support with submitting your application then please do not hesitate to get in touch by emailing [theteam@thekeyuk.org](mailto:theteam@thekeyuk.org) or by calling 0191 731 7830.