



THE DPJ FOUNDATION

Team Co-ordinator

The DPJ Foundation is looking to add to its small staff team with an organised, flexible and motivated individual who will help us drive forward our charity through coordinating the administration and events of the charity.

Job Title:	Team Co-ordinator
Employed by:	The DPJ Foundation
Location:	The DPJ Foundation's office in Carmarthen with occasional travel throughout Wales.
Hours of work:	Usually 18.5 hours per week but flexibility in hours is desirable
Contract:	1 Year
Accountable to:	Charity Manager
Salary range:	£9,700 – £10,250 actual (depending on experience)

This post is subject to a DBS check

About this role

This role is to support the staff and volunteers in the smooth running of The DPJ Foundation, by providing efficient administration, excellent customer service and a flexible approach. The role will be based in our Carmarthen Office (with occasional home working with agreement). There will be a requirement for occasional travel across Wales, including to significant agricultural events such as the Royal Welsh Show and some team/volunteer events.

Main Duties

Supporting the Team and Volunteers

- Support the team with diary management, organising meetings, travel and accommodation requirements.
- Assist with organisation of agricultural shows and other events
- Liaise with volunteers to prepare the monthly rota for Share the Load and input into the shift management software.
- Be the first point of contact for volunteer enquiries and requests, respond or allocate as necessary.
- Proactively engage with volunteers to share information and keep their contact details up to date.

The DPJ Foundation is a Charitable Incorporated Organisation with the Registered Charity Number: 1173063
Registered Office: Units 2 & 3, Rural Business Development Centre, Carmarthen Livestock Market, Llysonnen Road, Carmarthen, SA33 5DR

- Take notes of meetings and type up as required.
- In collaboration with the team, develop more efficient ways of working.

Administrative tasks

- Maintain and update our electronic filing system (or the limited paper files where kept).
- Maintain and update mailing lists and information for volunteers and customers.
- Be the first point of contact for general enquiries by email, letter, telephone, social media or in person.
- Use a variety of software to assist the Team in producing a wide range of documents including letters, reports, newsletters and presentations.
- Receive donations, bank and record on our electronic filing system.
- Acknowledge and send thank you letters for donations.
- Respond to orders for merchandise via our online shop, dealing with enquiries, ordering and sending orders out.
- Assist the Charity Manager with stock taking of merchandise and promotional items.
- Assist the Charity Manager and Financial Administrator with financial record keeping and preparation of internal accounts.
- Liaise with printers and suppliers to order merchandise, stationary and equipment.
- Develop and maintain a register and booking system for show equipment and co-ordinate its distribution.
- Assist with the collection, recording and reporting of data to monitor the work of the Charity.

Supporting Training

- Source and book training venues.
- Assist in the promotion of our training events.
- Acknowledge training enquiries and forward for response.
- Prepare and send out training packs and deal with enquiries following training.

Other duties

- Actively contribute to and promote to the Charity's work.
- Undertake any other reasonable duties consistent with the role.

Person Specification

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • An understanding of mental health • Knowledge and understanding of agriculture in Wales. 	<ul style="list-style-type: none"> • An understanding of GDPR compliance
Skills	<ul style="list-style-type: none"> • Excellent IT skills including use of Microsoft Office (including Word, Excel and Teams) • Organisational skills. 	<ul style="list-style-type: none"> • Ability to use a wide range of social media.

	<ul style="list-style-type: none"> • Ability to meet and prioritise tight deadlines. 	
Experience	<ul style="list-style-type: none"> • Experience of coordinating a team • Experience of dealing with enquiries from the public and customers 	<ul style="list-style-type: none"> • Experience of working in agriculture • Experience of working in the voluntary sector
Attributes	<ul style="list-style-type: none"> • Flexible and adaptable approach to the changing needs of the team and service. • Ability to work on own initiative, organise and plan workload under pressure of time. • Ability to communicate clearly, verbally and in writing in English and in Welsh • Well organised • Good customer care skills • Empathetic and non-judgemental • Excellent attention to detail • Personal integrity, honesty and discretion • Ability and willingness to occasionally travel throughout Wales with notice 	
Welsh Language	<ul style="list-style-type: none"> • Ability to write and speak Welsh 	

How to apply

To apply, download the Job Pack from our Website or Social Media and complete and return the Application Form and Equal Opportunities Form by email to kate@thedpjfoundation.co.uk before the closing date.

Closing date: Friday, 25th November 2022 at 1pm

If you have any further questions about the role, please email kate@thedpjfoundation.co.uk