

## **Job Description – Kentish Town Youth Project (KTYP), Team Administrator**

The aim of the youth service is to enable young people to develop holistically, working with them to facilitate their personal, social, and informal /formal educational development. To enable them to develop their voice, influence, and place in society and to reach their full potential.

The role of the KTYP Administrator will be supporting the wider team to achieve this aim

**10 hours a week.**

**£10.75 an hour**

**6 month fixed term, with scope for extension**

This job will be based at Kentish Town Community Centre. Working from other Community Centre in Camden may be required.

### **Main Duties and Responsibilities include**

1. Documenting youth service activities, including taking photos, making short films and creating case studies in visual and written format to demonstrate the impact of the Kentish Town Youth Project
2. Leading on messaging on all of the Kentish Town Youth Project activities. This includes creating posters and other marketing material and managing social media messaging on multiple platforms
3. Dealing with enquiries from young people, their families and local stakeholders
4. Recording all interactions with young people and their families on Time to Spare, our CRM database
5. Creating reports demonstrating impact for funders and stakeholders
6. Adhering to all relevant health and safety processes, including the creation of risk assessments where needed
7. Supporting any other tasks as required of the Youth Service Project Manager or Centre Manager

### **We are looking for a person with**

Experience of effectively managing social media accounts to increase reach and impact

Experience of using and managing CRM databases

Experience in effective marketing campaigns

An attention to detail

Good listening skills who works well in any team

### **We are looking for a person who**

Is kind, will put the needs of local young people and the community first

Is keen to develop their skills

Shows innovation and an ability to work flexibly

Works well under pressure

Is able to multi-task and work in a busy community centre environment

Is professional and understand the needs for boundaries within the youth work sector

### **Other bits**

All volunteers and employees working or volunteering at KTCC are bound by the KTCC Code of Conduct

This role is subject to a Enhance DBS and reference checks

To apply for this role please fill in an application form which is available on the Youth Page of the KTCC website

CVs will not be accepted

Closing date: 1<sup>st</sup> December 2020

Email all applications forms to: [jobs@ktcc.org.uk](mailto:jobs@ktcc.org.uk)