

Freelance Administrator

Location,	Greater London (Hybrid)
Salary	£15.00 per hour
Part time	15 hours per week
Contract	6 months (with possible extension)

About NNECL

The National Network for the Education of Care Leavers (NNECL) is a registered charity working with education practitioners and care system professionals across the UK to transform the progression of children in care and care leavers, into and through further and higher education. With data telling us 14% of care leavers enter into higher education by the age of 19, our work supports, connects, inspires and empowers our community, with whom we share our overarching ambition, for more care experienced young people to consider, access and flourish through further and higher education into fulfilling careers.

Our strategic objectives focus our work;

Inform	Contributing to the creation and dissemination of new knowledge, research and useful information about care experienced learners
Connect	Providing networking opportunities for member organisations and engagement with key stakeholders
Support	Supporting and developing evidence-based effective practice
Champion	Championing the work of our member organisations through advocacy and communications
Sustain	Ensuring the future sustainability of our organisation

Role Overview

We are looking for a highly organised and detail-oriented individual, with excellent communication skills, to provide organisational and administrative support from their own home or office base on a freelance contract basis. The role will report to our Executive Director and work closely with our Programme Manager and members of our National Strategy Group. An interest in the educational outcomes of students with care experience and a working knowledge of local authority leaving care teams are both desirable.

In this role you will:

- Maintain our membership database, respond to telephone/email enquiries and manage renewals
- Communicate effectively with all our stakeholders
- Attend and minute meetings

- Manage and record financial transactions and maintain accounts
- Help maintain our website and social media presence
- Progress projects to streamline our processes and build capacity
- Support our programme delivery and education institution recruitment
- Support planning and delivery of conferences and other events
- Undertake other administrative tasks as agreed with our Executive Director

You will have strong interpersonal and organisational skills, and a high standard of written and verbal communication in English. This is a mostly a remote role and you will be able to be flexible with your working hours. You will be required to work in London (Southwark) for a monthly team day and occasional face to face London based meetings. Reasonable travel expenses will be paid for work related activities.

You will have use of your own telephone, computer and printer, and be familiar with Google Workspace / Drive, Microsoft Office and bookkeeping software such as QuickBooks. You will be willing to sign a consultancy agreement contract. You will have experience of work in a similar capacity.

Location and commitments

Part-time, 15 hours a week, freelance / self-employed paid via monthly invoice

Flexible, with some core hours (across Monday, Tuesday and Wednesday)

Remote, we meet at our co-working space in Southwark once a month

Please note that you will need to have existing Right to Work in the UK to apply for this role. We do not hold a sponsor licence therefore we are unable to provide Visa sponsorship.

How to apply: Please send a CV of no more than two sides, and a covering note/letter of no more than two sides explaining why you are suitable for the role, to info@nnecl.org. If you would like to arrange an informal chat about the role, please email denise@nnecl.org

Deadline for your application: 5.00pm on Friday 19 April 2024.

Interviews are scheduled for the week commencing 29 April 2024.

Inclusivity: NNECL is dedicated to fostering an inclusive environment where every individual, regardless of background, feels valued and empowered to contribute. We recognise care experience as a protected characteristic and celebrate diversity as a catalyst for innovation and growth and are committed to creating a workplace thriving on varied perspectives and mutual respect. For us, safeguarding is everyone's business and all our staff and volunteers are expected to observe professional standards of behaviour and conduct their work in line with our Safeguarding Policies.