poverty truth network

Job Description: Administrative Coordinator

Hours: 22.5 hours per week (3 days)

Duration: Permanent

Salary: £21,888 (£36,480 FTE)

Location: Homeworking within the UK, with travel as required

Responsible to: Operations Manager

Key Linkages: Partnerships Manager, Directors, Support and Development Team, Amplify Team, Communications Officer, other staff and teams as appropriate

The Poverty Truth Network

The Poverty Truth Network (PTN) is a registered charity in England and Wales, founded in 2019. Its dream is of a UK where poverty is a thing of the past. It believes this is possible only when those most impacted by poverty are at the heart of the movement to end it. Its specific contribution brings together people experiencing poverty with those with responsibilities for alleviating it. "Nothing About Us Without Us Is For Us." Further details are available on our underlined website and in the Network's Strategic Plan 2025-30 (attached).

Job Purpose

To provide coordinating and enabling administrative support as part of the Operations Team, supporting activity across a dispersed staff team and wider Network. The role helps ensure smooth systems, shared working practices and high-quality administration across the Network, and plays an important part in supporting and sustaining a relational culture across a dispersed team and wider Network.

Key Tasks

1. **Coordination and Team Support**

➢ Ensure effective administrative coordination across the Network, including diary management for the Core Leadership Team as appropriate

- Support the early planning, coordination and smooth delivery of online and in person events, meetings and gatherings.

- Undertake HR-related administrative tasks, including for recruitment, onboarding documentation and record-keeping

- Provide flexible administrative support to internal teams as appropriate, in line with agreed priorities

- Ensure effective preparation and circulation of agendas, minutes, papers and follow-up actions, including for trustees' meetings

- Coordinate practical and physical resources across a dispersed team (e.g. business cards, printing, stationery, event materials)

2. Finance Administration

- Provide bookkeeping support, ensuring transactions are processed accurately and kept up to date using Xero

- Process payments such as payroll, invoices and the PTN Support Fund

- Generate financial or statistical reports from systems as required

- Provide administrative support to grant processes, including maintaining grant records and supporting reporting preparation as required

- Support the administration, reconciliation and accurate recording of donations where relevant

3. Systems and Data Stewardship

- Support the maintenance and effective use of the Network's administrative, financial and digital systems (including Microsoft 365, Xero and CRM platforms)

- Act as Data Steward for the organisation, ensuring data is managed to a high standard across systems (including our CRM and SharePoint), in line with GDPR and organisational policies

- Support colleagues to use systems confidently and embed consistent administrative practices

- Assist in the preparation and formatting of forms, templates, resources and documents, ensuring alignment with branding and data protection standards

- Contribute to the development of written guidance and process documentation where helpful

4. **General**

▷ Undertake other appropriate duties as requested by the Operations Manager

Skill, Knowledge and Experience

We are looking for someone who is organised, relational and values-driven, who communicates with warmth, clarity and attention to detail, and who enjoys enabling others to work well.

Essential:

- Demonstrate commitment to social justice and alignment with the values and ethos of the Poverty Truth Network

- Have experience providing high-quality administrative support, including bookkeeping, diary management and supporting meetings and events

- Have experience of Xero (or equivalent financial systems), Microsoft 365 and CRM systems

- Be comfortable learning and using new digital tools, and supporting colleagues to adopt shared systems and consistent working practices

- Demonstrate strong written communication skills, including drafting guidance and process documentation

- Be able to work independently while contributing positively to a collaborative team environment

- Be able to build respectful and responsive working relationships with colleagues, Commissioners and partners

- Be adaptable and comfortable contributing to project-based work, responding to emerging needs and evolving systems

Desirable:

- Experience working in a charity, community, movement-building or similar relational setting

- Experience supporting trustee or governance processes

'Nothing about us, without us, is for us'