

## Administration Assistant

### The Saturday Club Trust

*Permanent · Full-time · £27,000 per annum · Somerset House, London WC2R 1LA (hybrid working)*

## About the National Saturday Club

The National Saturday Club gives 13–16-year-olds across the country the opportunity to study subjects they love at their local university, college or cultural institution, for free.

Offering dynamic creative learning programmes in eight subject areas – Art&Design, Craft&Making, Fashion&Business, Film&Screen, Performance&Theatre, Science&Engineering, Society&Change and Writing&Talking – the model works to develop young people’s skills, nurture their talents and encourage their creativity.

[www.saturday-club.org](http://www.saturday-club.org)

## Purpose of the role

As the first point of contact for the National Saturday Club, you will play a key role in ensuring our daily operations run smoothly and efficiently. Reporting to the Head of Operations, you will provide essential administrative support across the organisation — from answering enquiries and managing diaries to coordinating our diverse programme of creative events and maintaining accurate records.

Your organised, proactive and collaborative approach will help keep our teams, partners, and activities running seamlessly. This is a fantastic opportunity for someone looking to build on their skills and experience in IT and administration, and to be part of an inspirational national charity supporting young people’s educational development.

## Key responsibilities

Area	What you’ll do
Office & Systems	<ul style="list-style-type: none"><li>• Handle general phone / email enquiries via our case management system;</li><li>• Support with scheduling team meetings, book rooms &amp; travel, support technical set-up for virtual meetings and presentations, prepare papers and take minutes;</li><li>• Maintain online filing system to ensure it’s up-to-date and accurate;</li><li>• Support financial processes, including uploading receipts and invoices, and assisting with monthly reconciliations;</li><li>• Support arrangements for team activities and wellbeing initiatives;</li><li>• Preparation and assistance with occasional mailouts;</li></ul>

Area	What you'll do
	<ul style="list-style-type: none"> <li>• Work alongside the CRM Manager to provide basic user support for the CRM system, ensuring accurate record-keeping and assisting with data management tasks.</li> <li>• Carry out CRM administration, including the creation of simple reports, user logins, dashboards, contact lists and simple system updates within the Salesforce CRM system (training will be provided).</li> <li>• Daily office maintenance tasks, including ordering stationery and refreshments supplies, keeping the space tidy and post collection.</li> </ul>
Programme support	<ul style="list-style-type: none"> <li>• Support Programme Team with booking travel, accommodation and couriers for events;</li> <li>• Attend key events to provide on-site admin and logistics support;</li> <li>• Upload data and process event and attendee records on the CRM. Assist monitoring progress with Club information received.</li> </ul>
Network support	<ul style="list-style-type: none"> <li>• Assist the Network Team with keeping partner contact details and Club records up to date in the CRM;</li> <li>• Updates to Club webpages on our website;</li> <li>• Send promotional materials packs to Club host partners and monitoring re-stock of materials.</li> </ul>
Evaluation	<ul style="list-style-type: none"> <li>• Assisting the Research and Evaluation Manager with processing data from paper forms, assisting compilation of data for partner reports, sending bespoke links to evaluation forms and reminders.</li> </ul>
General	<ul style="list-style-type: none"> <li>• Support administration of recruitment related tasks including processing new applications</li> <li>• Occasional support to the Executive Assistant with diary support to the CEO and Trustees</li> <li>• Assist with data collation or formatting for funding proposals or reports and light desk research tasks</li> <li>• Represent the Charity at public events when required</li> <li>• Any other reasonable duties in alignment with this role to support the team</li> </ul>

### Person specification

- **Experience:** 1 year in an administrative role (charity or education setting is a bonus)
- **Skills:** IT proficient and confident with MS Office; eager to learn Salesforce; superb attention to detail; clear written and verbal communication
- **Attributes:** Organised, proactive and willing to pitch in; able to manage competing deadlines; committed to sustainability, equality, diversity, inclusion and safeguarding
- **Educational qualification:** Degree level-study is desirable but not essential; what matters most is your aptitude and enthusiasm for supporting others.

### **Additional information**

- Some UK travel and Saturdays required (time off in lieu given).
- All staff complete safeguarding and ED&I training and contribute to an inclusive culture.

We actively welcome applications from candidates of all backgrounds — particularly those currently under-represented in the arts, cultural and education sectors.

### **Data Protection**

All applications will be processed in accordance with General Data Protection Regulations (GDPR). All applications will be held for a period of six months for the purposes of consideration for future roles, after which point they will be securely destroyed. If you do not wish for your application to be held for this duration then please notify us by emailing: [operations@saturday-club.org](mailto:operations@saturday-club.org)

### **How to apply**

Please send a CV and covering letter to [jobs@saturday-club.org](mailto:jobs@saturday-club.org) and complete our anonymous [Equality and Diversity Monitoring Form](#). The deadline for applications is **Monday 08 September at 12pm**.

Any questions regarding the role please contact us at [jobs@saturday-club.org](mailto:jobs@saturday-club.org).

The Saturday Club Trust is a UK-registered charity (no 1165362) and company limited by guarantee in England and Wales (no 09559467)