

JOB DESCRIPTION

Job Title	: Charity Support Administrator
Reporting to	: HR & Wellbeing Coordinator
Based at	: CRT Head Office, Wombwell
Salary	: £29,785
Benefits	: Contributory pension, generous holiday entitlement and wellbeing offer

Purpose of the Post

The Charity Support Administrator provides essential administrative support across the Charity Support Services functions, including Finance, HR & Wellbeing, Governance, Risk & Compliance, IT & Digital, and Impact & Data.

As the Coalfields Regeneration Trust (CRT) strengthens its core organisational infrastructure, this role helps ensure smooth internal operations, efficient workflows, strong documentation practices, and effective communication between teams and nations.

The postholder supports the Charity Support Team in ensuring high-quality internal service delivery and contributes to effective governance, compliance, and organisational performance.

Key Responsibilities:

Administrative Coordination

- Provide day-to-day administrative support across all Charity Support Services functions.
- Manage calendars, support meeting administration, prepare agendas, take minutes, and record actions for key meetings (e.g., internal working groups, compliance meetings, HR/finance coordination sessions).
- Maintain accurate records, filing systems, and shared digital workspaces to ensure smooth information flow across CRT.
- Support dissemination of internal communications, ensuring clarity and consistency across England, Scotland, and Wales.
- Support the day-to-day running of CRT's Head Office, ensuring it is well serviced, and functions well as a workspace for staff.

HR and Wellbeing Support

- Support recruitment processes by arranging interviews, processing paperwork, assisting with recruitment/induction documentation.
- Help maintain HR records, staff files, training logs, and absence reports in line with data protection requirements.
- Assist the HR & Wellbeing Coordinator with wellbeing initiatives, survey distribution, internal updates, and coordination of staff training events.

Governance, Risk and Compliance Support

- Assist the Governance, Risk & Compliance Coordinator with maintaining policy libraries, tracking review dates, and circulating updated documents.
- Help prepare for internal audits, board and committee meetings, or compliance reporting.
- Support ongoing monitoring of risk register updates and gather relevant information from functions/programmes as requested.

IT, Digital and Data Support

- Provide basic support for digital documentation organisation, and scheduling IT-related meetings or training.
- Assist the Impact & Data Manager with the collection and organisation of data, document collation, or preparing simple reports or templates.
- Help ensure consistent use of digital tools, templates, and file structures across the organisation.

Finance Support

- Maintain accurate records of bookings, enquiries, and hub usage.
- Assist the Finance Team as directed to fulfil identified gaps in resource to enable the team to carry out financial tasks as necessary.

Event and Logistics Support

- Provide administrative support for staff briefings, away days, internal workshops, and leadership team meetings.
- Arrange travel, accommodation, and logistics for cross-nation trustees and staff when required.
- Assist with coordination of internal compliance or training events.

Main Requirements of the Post

Creativity & Innovation – Limited number of tasks involving creative tasks.

Contacts & Relationships – Routinely exchange straightforward information and provide clear explanations on general matters; tailoring the communication accordingly without lessening comprehension.

Decisions – Makes decisions from established alternatives within clearly defined controls/procedures for the area of work which will have a limited effect on staff and can be readily amended if necessary. Prioritise work and resolve the majority of problems encountered within the role, only referring problems which are difficult or unusual.

Resources – Accountable for the use and safekeeping of data systems, maintaining adequate data protection measures and ensuring confidentiality is observed at all times.

Work Demands – Able to on rare occasions switch from one task to another in a different area of work and resolve conflicting priorities/resource needs.

Knowledge & Skills – Comparatively basic standard of practical knowledge and skills to undertake a range of tasks, predominately administrative in nature, involving the application of readily understood controls, procedures and processes working Microsoft Office and other computerised systems.

Authorities of the Post

The CRT's Senior Leadership Team has assigned authorities' for all roles. These authorities are detailed in a separate authorities log and applicable policies and procedures.