

# Charity & Buildings Administrator

*Part-time (2 days per week), based in London (hybrid and flexible working)*

**Salary:** £25 - £30k pro-rata

## **Job Purpose:**

The Jewish Vegetarian Society (JVS) is the UK's leading Jewish charity championing a plant based lifestyle, the environment and animal welfare. Our building in Golders Green hosts JVS events, charities and includes accommodation which is rented out as a source of income.

As the JVS's Building Manager and Charity Administrator, your key focus will be to act as a point of contact on all matters related to the building maintenance and facilities. You will ensure smooth running of the building, ensuring that issues are dealt with in a time and cost effective manner. Your secondary focus will be to manage the Administrative side of the charity, managing the JVS's membership database and ensuring the finances of the charity are in order.

## **Key Accountabilities and Responsibilities:**

### Building Management:

- Take care of all regular building jobs, including boiler maintenance, cleaning public areas, annual PAT testing, pest control, gutter cleaning etc, by working with third-party contractors.
- Ensure rooms/flats are kept up to a reasonable standard of decoration, especially between tenants.
- Work with the property management company to ensure occupancy of rooms.
- Responding to tenant issues where the property management company is unable to.
- Coordinate with the Venue Hire Manager and the Communications and JVS Events Manager to ensure that building availability matches when it's needed for events.

### Charity Administration:

- Maintain the JVS website, by working with the Communications and JVS Events Manager, and any other office IT systems (via third parties).
- Maintain the membership database, membership renewals etc.
- Ensure finance is kept up to date by liaising with the accountant.
- Management the payment of bills.
- Manage payroll (liaising with payroll firm).

## **Personal Profile:**

- 1 years experience of managing a building and/or facilities.
- Knowledge of Microsoft Excel and basic IT skills
- Good organisation and management skills

Applicants are invited to fill in an application form at [www.jvs.org.uk/jobs](http://www.jvs.org.uk/jobs).