

## Cegin y Bobl

### Administrative Assistant

**Location:** Antioch Centre, Llanelli and occasional other locations as required

**Terms:** £24,500 - £28,500 FTE

**Hours:** 0.4 FTE, expected to work core office hours of 9-1 Mondays-Thursdays (open to negotiation for exceptional candidate)

#### About Cegin y Bobl

Cegin y Bobl exists to transform Wales' relationship with food, through **immersive food education**. We are catalysts for change, teaching people in their own communities and organisations how to make food a force for good.

Led by chefs, we run hands-on **food education and leadership workshops** for all. We equip people with the skills to cook delicious, nutritious and affordable meals from scratch.

By shifting mindsets, from home kitchens to schools, growers, and policy makers, we're reshaping food systems to transform the future of food for everyone.

#### Role Overview

We are looking for a highly organized central administrative officer as we look to grow our work and our profile as a young, ambitious organisation. You will be passionate about people, food and social change. Working closely with our varied, skilled team you will be methodical and dependable, able to juggle multiple priorities with composure.

## Scope of Role

- Working alongside Cegin y Bobl employees, volunteers and contractors as part of a growing, diverse team
- Working predominantly from the CYB Llanelli Hub and flexibly across Wales, with meetings likely to be held in Carmarthenshire
- Flexible working and the ability to respond, at times, outside of normal working hours is required
- Expenses will be reimbursed

## Key Responsibilities

- Contribute to the smooth and efficient delivery of Cegin y Bobl's services to end-users and clients through efficient administration of all aspects of our course delivery
- Assist coordination of programme delivery, including e.g. enrolment, rota logs, venue hire and logistics
- Maintain a professional, efficient and welcoming central office function, including by responding to queries by email and phone, supporting the delivery team with printing as required etc.
- Contribute to the organisation's internal coordination by scheduling meetings and circulating papers as required
- Collate records and feedback as required for our reporting purposes and progress towards targets
- Ensure, with others, that key risks are being identified, monitored and controlled effectively
- Assist with administrative processes around HR as required, including DBS and other safeguarding procedures
- Maintain accurate book-keeping across our frontline delivery, including: preparing payments for approval and maintaining payment records; processing supplier invoices and maintaining accurate records; managing supplier statements and supporting accounts payable processes
- Report to the finance lead to maintain budgetary control.
- Other occasional duties commensurate with the role as directed

## Skills and Qualities

- Demonstrated ability in and experience of carrying out administration, preferably gained in the third sector
- Highly focussed, analytical with excellent attention to detail

- Ability to manage a diverse and demanding workload
- Ability to work under own initiative as well as a team player
- Excellent time management and organisational skills
- High level of IT literacy
- Experience of data management, and of using MS Office or similar software including SharePoint/ Google Drive and CRM databases
- Experience of using financial management software including Xero and Excel
- A good all-round education including English/ Welsh and Maths GCSE's
- Other training relevant to the role
- Standard DBS check and Safeguarding training (to be completed for successful applicants)
- Have the right to work in the UK

*(Further, desirable characteristics and experience)*

- Welsh language skills
- Safeguarding experience and / or training
- Previous experience of work in the charity sector

## Reporting Structure

You will report directly to the Director of Delivery

## How To Apply?

If you're excited about the opportunity to use your skills in our small and passionate team to help make a difference to the future of food in Wales, we'd love to hear from you!

Please submit your CV and a motivation statement to: [helo@ceginybobl.co.uk](mailto:helo@ceginybobl.co.uk)

All submissions must be received by 10pm, Wednesday 24th February

Interviews will take place on the 4th March

**Start date:** as soon as possible.