**Administrator Role**

Dear Applicant,

Many thanks for your interest in the above role.

I established Richard Newton Consulting in 2011 as a management consultancy to support organisations from the not-for-profit sector. Since 2011 we have provided a range of services in several key areas –

* Funding and fundraising
* Project management
* Quality assurance
* Governance
* Strategic development
* Recruitment

Full details of all our services are available on our website [www.richard-newton.co.uk](http://www.richard-newton.co.uk)

The Company has grown year on year and we work predominately with organisations from the arts and youth sectors. Clients include Voices from Care, Swansea City Opera, The Cory Band, Save the Children, Tros Gynnal Plant, Arts Council of Wales, London Learning Consortium and Wales Millennium Centre. Recently we have also commenced some international work in the Middle East.

We are a small team, led by myself with four staff in our Cardiff Office (Account Manager, Office Manager, Fundraising Executives) plus a team of Associate Consultants working remotely.

This is a key role within the Company, working closely with myself, the successful applicant will be expected to –

* To support the Director with diary management and daily correspondence
* To be an initial point of contact for clients
* To support the Director and the team on large funding bids and tenders on behalf of clients
* Provide research and support to the Director / Associate Consultant team working on recruitment services and fundraising bids
* To co-ordinate social media
* To capture data on clients and deliver client engagement activities (newsletter, co-ordinate events)

We’re looking for someone who can be a fantastic ambassador for our services, often being the frontline for clients and enquiries. The nature of our work means that we all often juggle a number of deadlines whilst responding to our clients with the highest regard for service and attention to detail. We’re also looking for someone with a great sense of humour, and who can support us to balance a constantly changing portfolio of deadlines.

Our office is small and relaxed, located in Pontcanna, Cardiff, where we play some tunes, and crack a few jokes whilst working hard. The Company has come a long way in seven years and we are now seeking a central team member as we develop the business further.

We are flexible with regard to how the hours are split across the week, although ideally we would like someone who could be with us every day for some hours.

The closing date for applications is **10 am on 24th October** with interviews scheduled for **31st October or 1st November** in Cardiff.

I look forward to receiving your application which should comprise of a CV, along with a covering letter outlining your suitability, to be sent to [recruitment@richard-newton.co.uk](mailto:recruitment@richard-newton.co.uk) with the title **Administrator** in the subject line.

Many thanks for your interest in our work, and good luck with your application.

Please email us at dorothyh@richard-newton.co.uk should you have any queries.

Yours faithfully



Richard Newton

Director