



Wave Café Administrator

October 2022

Status: Permanent employee, part-time
Reports to: Café Director
Hours: 1 day/week (*potential to grow*)
Based: Muswell Hill, N10 (*can work from home*)

Introduction to Wave Café (www.wavecafe.org)

Wave Café is a social enterprise set up to establish a creative space and café in Muswell Hill where people with and without learning disabilities can meet and do things together as equals. What makes Wave Café unique is its ethos of changing attitudes to disability and difference by creating a space where those of all ages, backgrounds and abilities can do things together as peers – not as ‘clients’ or ‘service users’. Wave Café strongly promotes the attitude that, whatever our abilities, we can all contribute to the well-being of our local community.

Wave Café currently operates an inclusive community café in a local venue, one day per week, providing a creative space where people of all abilities can socialise, eat, work and take part in inclusive activities together, such as art and fitness classes. We plan to increase our operation in 2023, with a view to eventually opening full time.

Wave Café is an Equal Opportunities employer, committed to embracing diversity and difference.



Role Summary

To manage and operate all the background administration and record-keeping for Wave Café, including finance, banking, bookkeeping, HR processes, payroll, and compliance.

Hours

One day (8 hours) per week, flexible, largely weekday daytime, working from home.
Capacity for additional paid hours up front to set up new procedures and receive handover.
Potential for additional paid hours for special projects on an ad hoc basis.

Key Tasks and Responsibilities

Financial operation

- Banking and bookkeeping (Clear Books)
- Paying bills and expenses
- Processing donations and Gift Aid claims
- Reporting cash flow and regular financial updates to Trustees
- Liaising with independent accountant to create annual accounts

Governance and compliance

- Maintaining up to date knowledge of relevant regulations and licencing requirements
- Maintaining documentation of all formal policies and procedures
- Maintaining Trustee documentation including appointment letters
- Maintaining formal records of all Trustees meetings

HR administration

- Maintaining HR records, including contracts, holiday and sickness records
- Maintaining rota of staff and volunteers serving in the café and at events
- Processing monthly payroll
- Maintaining DBS records for staff and volunteers
- Providing @wavecafe email addresses for all staff and Trustees

Data management and archive

- Maintaining and managing all data on Google drive
- Maintaining database of contacts and supporters in accordance with GDPR requirements

Team contribution

- Participating as a core member of our team in pursuit of the charity's objectives, in keeping with our "We are all valued equally" philosophy and promoting inclusivity and mixed activities

Possible additional activities

- Web site maintenance
- Assisting with communications with supporters and handling enquiries
- Special projects

Personal Attributes

- A passion for the cause of inclusivity
- Organised and reliable, self-motivated and able to work independently
- Capability and capacity to maintain numerous parallel initiatives
- Flexible, creative, "can do" mind-set
- Attention to detail
- Thoughtful and sensitive when managing relationships with a variety of people
- Experience of Clear Books would be an advantage

Applications invited

If you wish to apply for this role, please send a CV and covering letter to leona@wavecafe.org headed "Café Administrator Application" by Friday 4th November 2022