



## Applicant Pack

**Administrator (The Phoenix Way)**

**Salary: £24,500 – £25,500 (pro rata)**

**Starting: Immediate Start**

**1 year contract (with potential 4 more years pending funding)**

**Hours: 30 Mon-Fri (per week)**



## A message from the CEO

Thank you for your interest in the role of an Administrator at Impact Hub Yorkshire. We're a small organisation, but with big ambitions for Yorkshire & Humber and its role in the world.

I see our role as an organisation to help unlock the potential of the people and organisations of our region who wish to make a positive difference. Our hope is for Yorkshire & Humber to become Britain's natural destination for social innovators.

As such, Impact Hub Yorkshire is an organisation with many opportunities for career growth and has a team to realise this potential. Our culture is exciting and populated with people who have a can-do attitude and the agility to make most of the region around us. We look for those who are values and culture-driven, not so much defined by the skills they have but their ability to learn and listen to the region we serve.

Our knowledge of and access to the region's unique demographics and diversity allows us to offer a vital multicultural and youthful perspective to the wider world. We believe sharing the lived experiences and solutions of our city creates a vital solidarity with other communities around the world and a sense of being part of global social innovation. Being a member of the Impact Hub global network, brings Yorkshire & Humber into a community of 109 cities and 17000 social entrepreneurs, the largest impact network in the world.

We support new start-ups as well as established social enterprises seeking to grow and scale up. Our work is varied, tackling systemic and operational barriers for organisations led by people from underserved communities and includes, but is not limited to packages of workspace, mentoring, masterclasses and access to programmes of entrepreneurial support and funding.

Though we started with a modest grant of £5000, we've grown year on year to a six-figure turnover in 2021 based on direct revenue and grants. We see this growth continuing and welcome those who believe in our vision to be part of that journey. We can offer you a unique and welcoming workspace, a supportive team and fantastic opportunities for career progression and personal development.

Impact Hub Yorkshire is the regional lead for the Yorkshire & Humber for The Phoenix Way Programme, an exciting new initiative which will see the roll out of new funding and infrastructure schemes targeted towards racially minoritised communities in our region. The Phoenix Way is a racial justice change movement that aims to address the structural barriers & inequalities that communities of colour face and to help to develop a pioneering model that can be replicated to ensure that communities facing poverty, exclusion and discrimination have a say in decisions that impact their lives; put communities in the lead to ensure no community is left behind. The Phoenix Way is more than a funding source but is an approach that recognises and wants to challenge the patterns of racial injustice. Given the nature of this work and its focus, we are looking for applicants with lived experience or those who can demonstrate allyship and ability to connect and engage with racially minoritised communities.

Additionally, we recognise that some groups of people are underserved in our communities and can face barriers to employment in jobs like this one. We would like to encourage people from all backgrounds and communities to apply. We are not looking for particular qualifications and any individual who feels they have the right attitude, skills and capabilities, but not necessarily direct experience, should still apply to us. We would really like to hear from you!

I hope this applicant pack gives you a flavour of our achievements and ambitions - we're at the beginning of an exciting, transformative journey for Yorkshire and Humber. We're excited to see others join us on this journey and see where their talents can lead us. Please do contact me by email if you have any questions about the role or our application process.



**Kamran Rashid**  
**Chief Executive Officer**  
[kamran.rashid@impacthub.net](mailto:kamran.rashid@impacthub.net)

## About the role

**Post Title: Administrator (TPW)**

**Salary: £24,500–£25,500 (pro rata)**

**Hours: 30 hours Mon–Fri (per week)**

**Annual leave: 25 days + 8 Bank Holidays (pro rata)**

**3% Employer Pension Contribution**

**Contract: 1 year (subject to annual review)**

**Start Date: Immediate start**

**Location: Impact Hub Yorkshire, 34 Peckover Street, Bradford, BD1 5BD**

**Reports to: Programme Manager (TPW)**

## Roles & Responsibilities

The purpose of this role is to coordinate and ensure the smooth running of the Phoenix Way programme in Yorkshire and Humber.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used; in which case all the usual associated routines are naturally included in the job description.

Workers should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.

This is an ideal role for someone who wants to work for an exciting new organisation and deliver a high impact programme in our region. We are looking for someone with a can-do attitude, willing to work as part of a team and flexible to the needs of the organisation.



## **Requirements:**

- All Applicants must have valid permits to work in the UK

## **Range of Decision Making:**

- Taking responsibility for key decision making around the development and implementation of our programmes

## **Responsibility for Assets, Materials etc:**

- Access to confidential and sensitive information
- Responsible for keeping accurate and up to date records

## **Contacts:**

- Will have frequent contact with Elected Members, Government Offices, Senior Statutory and Business Leaders, Voluntary Organisations and members of the public.

## **Range of Duties:**

- To provide administrative support to the Phoenix Way Team at Impact Hub Yorkshire
- Coordinate internal and external meetings, including arranging travel and accommodation for team members where required
- Take and share minutes of meetings
- Maintain accurate records of project activities, spreadsheets and databases.
- Provide monthly updates on outputs and other KPIs to the Programme Manager
- Draft and submit monitoring reports to our funders as required
- Develop relevant documents and resources for Phoenix Way partners as required
- To initially respond to general enquiries about the Phoenix Way Programme
- Collate content and capture key achievements for marketing and social media.

## **General Duties**

We are a small organisation and as such are dependent upon team members willing to be flexible and support one another. In addition to the duties outlined above, there are a number of additional responsibilities that we expect all staff to undertake, regardless of role or seniority:

- Assist at events held in our co-working space
- Cover reception duties when required
- Welcome staff and visitors to our space
- Work flexibly to support the whole team
- Maintain databases and manual records of the organisation.
- Keep the office environment safe, clean and tidy
- To support and be willing to participate in any special projects as required by Senior Management.
- To be responsible for day to day management of IHY assets. Conduct routine tasks
- To carry out other duties commensurate with this post that may be required by the organisation
- To communicate with IHY Directors, corporate partners, funders, and staff, in a confidential, sensitive and professional manner
- To undertake occasional evening and weekend duties as required



# About You

## Essential skills and experience

- Demonstrable commitment to the reduction of inequalities faced by diverse and underserved communities
- Knowledge and understanding of the VCSE and creative sectors in Yorkshire and Humber
- Good organisation, communication and teamwork skills
- Excellent IT skills across most relevant applications
- Excellent customer service skills
- Excellent numeracy, spoken and written communication skills
- Ability to work to deadlines under pressure
- Proven strong organisation and problem solving skills
- Ability to write clear and concise reports, take notes and produce minutes

## Desirable skills

- At least 2 years experience in a similar role
- Experience of developing reports for statutory, voluntary and corporate funders

# How To Apply

- Please send a CV and cover letter to [careers.yorkshire@impacthub.net](mailto:careers.yorkshire@impacthub.net) by **9am on 22nd September 2025**
- Shortlisted applicants will be informed by **22nd September 2025**
- If invited for a formal interview – either on-line or in-person – these will likely take place on **24th, 25th & 26th September 2025**
- This will be an immediate start. However, we can be flexible about this in order to meet candidates pre-existing notice period requirements.

We are unable to provide feedback to candidates not shortlisted for interview due to limited capacity.

We will not discriminate by age, gender, sexual orientation, race, colour, religion, marital status, or disability.

For any queries, please get in touch at [careers.yorkshire@impacthub.net](mailto:careers.yorkshire@impacthub.net)

