

Operations Coordinator (Maternity cover)

Job Description and Person Specification

Role Overview

Job title	Operations Coordinator (Maternity cover)
Salary	£21,093 (£26,367 pro rata per annum) (plus annual pay award from 1 Sept 2026)
Location	DSMF office (Purley, CR8 2BR)
Contract type	13 months fixed term (maternity leave cover)
Hours of work	30 hours/week (0.8fte) Flexible working around core hours of 10am – 3pm
Reporting to	Head of Operations
Closing date	Tuesday 30th June 2026
Summary	You will work closely with the Head of Operations to provide HR and finance administration and coordination and with the Director to provide Executive Assistant support, in addition to general support across the staff team.

Interviews will be held 22nd July 2026

Start date week beginning 7th September 2026

Appointment will be subject to satisfactory Disclosure and Barring Service (DBS) check and references.

The Daniel Spargo-Mabbs Foundation is a drug and alcohol education charity, founded by Fiona and Tim Spargo-Mabbs in 2014 in response to the death of their 16-year-old son Dan having taken ecstasy. The charity aims to support young people to make safe choices and reduce harm, through increasing their understanding of the effects and risks of drugs and alcohol and improving their life skills & resilience. We work with young people, parents, teachers and professionals, in schools, colleges and communities across the UK. For more information see www.dsmfoundation.org.uk

JOB DESCRIPTION

Key responsibilities:

HR Administration:

- Coordinate recruitment administration, including advertising roles, arranging interviews, and preparing onboarding paperwork.
- Maintain and update staff records, including safeguarding, training, attendance and DBS checks.
- Monitor & coordinate induction planning, probation reviews and annual appraisals
- Support the delivery of the learning and development plan for all workers
- Coordinate annual signing of declarations & policies
- Coordinate DBS across the team.
- Support the onboarding process by coordinating pre-employment checks, including verifying right to work, processing DBS applications, and obtaining employment references in a timely manner.

- Coordinate internal preparations and first-day arrangements for new employees and contractors.
- Support the payroll preparation by maintaining accurate employee data.
- Issue contracts, offer letters, and contract variations using templates.
- Partake in the note taking of employee meetings, including but not limited to disciplinaries, grievances, absence management reviews, welfare meetings, and investigations.
- Overseeing absence management including annual leave and bank holidays.
- Arrange exit interviews and process leavers.

Finance Administration:

- Prepare and process invoices using QuickBooks accurately and in a timely manner.
- Monitor and chase unpaid invoices and provide debtor reports for Trustees.
- Assist with monthly reconciliation and data entry into finance systems
- Coordinate monthly sessional invoices and expenses, ensuring relevant checks, approval and recording
- Process weekly online bank payments.
- Maintain accurate financial records and filing systems for financial records and documentation.
- Liaise with Fundraiser to reconcile income from donations and fundraising campaigns into QuickBooks and Beacon
- Regularly report and maintain accounts payable function in QuickBooks.
- Support month-end and year-end closing processes.
- Assist with payroll processing and reporting.
- Work collaboratively with colleagues to ensure accurate recording and monitoring of grants & restricted funding.
- Respond to internal and external finance-related inquiries.
- Ensure compliance with company policies and relevant financial regulations.
- Bank cheques and other donations as required.

Executive Assistant support to Director: (20% approximate annual weighting – the balance will vary across the year)

- Support the Director with effective diary management, including the organisation of internal and external meetings.
- Lead on meeting briefings and any preparation or submission requirements for the Director.
- Provide administrative support to the Director.
- Monitor and prioritise the Director's emails, including drafting correspondence as required.
- Undertake research, fact-finding and analysis to support the Director.
- Organise Board meetings, distribution of papers, meeting links and/or room bookings.
- Organise travel and accommodation as needed.
- Take meeting notes as required and circulate.
- Provide additional support on ad hoc projects and other tasks as needed.

General admin support: (ad hoc)

- *Ensure supplies of internal and external resources are maintained, monitoring supplies and ordering as required.
- *Support in person external events and training as required.
- *Provide additional administrative support to the staff team as needed.

*Could also be undertaken by volunteer admin support.

Other:

- Communicate positively, effectively and proactively with all members of Team Dan – staff, contracted workers, and volunteers and Trustees.
- Fully integrate equalities issues into all aspects of the work and where appropriate involve beneficiaries in the work of the Foundation.
- Be self-servicing in terms of all administration and use of IT, using a range of software and systems.
- Undertake any other tasks as required by the Foundation which are commensurate with the level of the post.
- Promote the aims, objectives and profile of the Foundation.

Person Specification (A = assessed by application; I = assessed by interview)

ESSENTIAL	DESIRABLE
Knowledge and experience	
<ul style="list-style-type: none"> • Experience of HR and/or finance administration (A/I) 	<ul style="list-style-type: none"> • Experience of working within a charity / social enterprise (A/I) • Experience of working with children and young people (A)
Skills and qualifications	
<ul style="list-style-type: none"> • Excellent IT skills with proficiency in using a variety of IT packages (including MS Word, Excel, PowerPoint, Gmail, QuickBooks) and a track record in learning/using other software packages (A/I) • Excellent inter-personal skills, to quickly build professional relationships in a range of contexts (A/I) • Excellent organisational skills with experience of making efficient use of limited resources (A/I) • Ability to communicate effectively, both in writing and orally (A/I) • Ability to stay calm under pressure and be able to prioritise and manage workload to ensure deadlines are met (A/I) • Excellent time-management and multi-tasking skills (A/I) • Creative problem solving (A/I) • Attention to detail (A/I) • Ability to proofread, summarise, draft and communicate complex information (A/I) • Ability to handle sensitive information with discretion and confidentiality (A/I) 	<ul style="list-style-type: none"> •
Key competencies	
<ul style="list-style-type: none"> • Ability to work within a team as well as independently (A/I) • Ability to use own initiative (A/I) • Enthusiastic, self-motivated and flexible (A/I) • Tact and diplomacy (A/I) 	
Personal qualities	
<ul style="list-style-type: none"> • A genuine passion, commitment and motivation to support young people to make safer choices about drugs (A/I) • Able to work flexibly (A/I) 	
Other	
<ul style="list-style-type: none"> • Comfortable and efficient with hybrid working models within a staff team • Ability to work flexible hours as required, including occasional evenings and weekends (I) • Must be eligible to work in the UK (I) 	

Application instructions:

If you are interested in joining the team and meet the essential criteria for this post, we'd love to hear from you. Please send your completed application form, referring to the person specification to focus on what you would bring to the post.

Send applications to: hr@dsmfoundation.org.uk

Application deadline: Tuesday 30th June 2026

Interviews: Wednesday 22nd July 2026

Start date: Week beginning 7th September 2026

Thank you for your interest in this post.