



# Senior Administrator, Retrofit Balsall Heath

## About Us

Retrofit Balsall Heath is a community-led organisation helping local residents make their homes warmer, greener, and more affordable to run. We support people with advice, events, and practical projects, while working together to tackle fuel poverty and climate change.

<https://www.retrofitbalsallheath.org/>

We are now recruiting a **Senior Administrator** to help strengthen our organisation, develop good systems, and make sure we run smoothly as we grow.

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## About the Role

This role is central to keeping Retrofit Balsall Heath organised and effective. You'll work closely with our **Creative Lead and our Operations Lead**, who coordinate projects and community outreach. You, the **Senior Administrator** will focus on **systems, finance & day-to-day operations**.

You'll also need to be confident working **independently from home**, balancing a diverse workload and taking initiative. From time to time you'll also be involved in **hands-on support at community events** and helping to coordinate and welcome volunteers.

We are a young organisation with a wide impact. You will be joining us at an exciting formative time in our development and will become our second paid member of staff. You will help shape our learning and development and create robust systems for our future work.

We are really interested to hear from people who share our passion for social and environmental justice. You will come with creativity, energy and skills that can help us work more effectively. In return you will become part of a pioneering organisation working for community-centred system change through the retrofit of our homes, streets and culture.

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### Hours:

15 hours/week (0.4 whole time equivalent). This may involve some evenings and weekends.

**Salary:** up to £32,620 pro rata (x0.4 = £13,048) depending on experience.

**Benefits:** Employer's pension contribution - 3% matching equivalent employee contribution.  
17 days paid holiday pro rata, plus statutory Bank Holidays pro rata.

**Location:** Connection, residence or knowledge of Balsall Heath needed. Role is mainly home

based with regular attendance at meetings and events in Balsall Heath Birmingham.

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## **Key Responsibilities**

### **Organisation & Systems**

- Develop and maintain effective administration and record-keeping systems, including across Mac, Windows and Google software.
- Support the Board of Directors with governance, reporting, and meeting administration.

### **Finance & Resources**

- Oversee financial processes including budgets, invoicing, and simple reporting.
- Write an annual budget and submit quarterly updates of actual against forecast.
- Work with the Treasurer and accountant to ensure compliance.
- Monitor income and expenditure, supporting fundraising and grants management.

### **Project & Event Support**

- Assist the Joint Coordinators in delivering projects on time and within budget.
- Provide logistical support for events and activities, occasionally working hands-on at community events.
- Coordinate suppliers, contractors, and partners as needed.

### **Volunteers & Community**

- Support the recruitment, induction, and coordination of volunteers.
- Help create a positive and inclusive environment for community participation.
- Build strong relationships with local residents, partners, and organisations.

### **Marketing**

- Assist with regular updates to the Website, Newsletters, Social Media channels etc.
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## **Person Specification**

### **Essential**

- Experience of administration, office systems, or organisational management.
- Confidence with financial tasks such as budgets, invoices, and reports.
- Ability to manage a varied workload independently, including working from home.
- Strong organisational and problem-solving skills.
- Good communication skills, with a friendly and approachable style.
- Willingness to support at community events and work directly with volunteers.

- Local knowledge of Balsall Heath or Birmingham.

### **Desirable**

- Experience in community projects, charities, or small organisations.
  - Familiarity with funding or grant reporting.
  - Knowledge of housing, retrofit, or sustainability.
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### **Why Work With Us?**

- Be part of a small, welcoming team making a real difference locally.
  - Enjoy flexible working and opportunities to shape how the organisation grows.
  - Contribute to tackling climate change and fuel poverty in a practical, community-focused way.
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### **How to Apply**

Please send your CV and a short cover letter (1–2 pages) explaining your interest and how you meet the person specification to [retrofitbalsallheath@gmail.com](mailto:retrofitbalsallheath@gmail.com)

### **Timescale:**

Applications by Sunday 26th October. Interviews first week of November or to be agreed. Start date to be agreed.

We encourage applications from people of all backgrounds and particularly welcome local residents who want to support positive change in Balsall Heath. We welcome applications from women - we work closely with the women's organisation Saheli Hub - and under-represented groups in retrofit and construction.

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 **IMPROVE OUR**   
**NEIGHBOURHOOD**

**WARMER HOMES**

**REDUCE CARBON**

 **GREEN OUR**   
 **STREETS** 

 **BETTER HEALTH** 

**CARE FOR OUR**  
 **WORLD** 

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retrofitbalsallheath.org



