

# KFC YOUTH FOUNDATION

## FOUNDATION ADMINISTRATOR JOB DESCRIPTION



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**Salary:** £24,500

**Time Commitment:** 35 hours per week

**Location:** Hybrid, with one day a week in the office in Woking, Surrey

**Reporting to:** Finance Manager

We have an exciting opportunity for someone to join our small but growing team as a Foundation Administrator. This is a new role and will take ownership of a variety of administrative tasks across the charity, including finance, fundraising, grant-making, and Hatch. It's a fantastic opportunity for someone starting their career in the charity sector who wants to gain experience across different departments and make a real impact.

## Introduction

The KFC Youth Foundation is the corporate foundation that was setup in 2015 and is financially supported by KFC UK&I. The KFC Youth Foundation is a charity.

### Mission

To empower young people in the UK to fulfil their potential by creating environments and experiences that make unlocking talent possible

Grant Making  
Youth Hubs  
Hatch

Since its inception the KFC Youth Foundation has made donations and grants of more than £10m. In 2021 we became a community grant maker, offering grants of up to £3,000 to grass roots organisations working with young people in their communities. Organisations who share the passion we have for developing young people. Since setting up the programme we have made grants to a value of £1.6m, supporting more than 20,000 young people.

In 2024 the Foundation took its first step into service delivery when it acquired its Youth Hub in Middlesbrough, which opened in early 2025. The Youth Hub is a safe space where young people can grow, meet friends and be supported by incredible Youth Workers. Hubs will allow the Foundation to have a deep impact in a local community.

Through the Hub the Foundation wants to feed the potential of young people ensuring they have access to nutritious food, culinary skills, food security, and community engagement through food. The goal is to make sure that young people have enough food to support their growth and development. We also want to nourish the talent of young people by providing opportunities for young people to explore and develop their talents. This includes engaging with activities such as employability, social entrepreneurship, podcasting. The aim is to create environments that make unlocking talent possible and help them become future leaders.

In 2025 the Hatch programme was brought into the Foundation. This is an employability initiative aimed at supporting young people who are not in education, employment or training. The programme consists of employability training and 4 weeks paid work experience.



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**Purpose of the Role:** As the Foundation Administrator, you will play a key role in ensuring the efficient operation of the Foundation's administrative functions. Your responsibilities will include processing financial transactions, coordinating and organising meetings, maintaining accurate employee records, and providing support with a variety of ad hoc administrative tasks across the charity.

### Key Responsibilities:

#### Financial Administration

- Allocate bank transactions to the correct category and perform monthly bank reconciliations
- Check card spending and make sure receipts are saved and recorded correctly
- Send monthly card spending summaries to team members to check and approve
- Enter invoices into the system and send them for approval, following clear guidelines
- Help arrange payments to suppliers once invoices are approved
- Support the team with chasing late payments, when needed
- Assist with payroll tasks, such as helping prepare information for paying staff
- Support the Finance Manager with everyday admin tasks and monthly checks

#### Meeting co-ordination

- Help organise meetings by setting dates and sharing information with the team
- Prepare simple meeting documents like agendas (what the meeting is about) and notes
- Help book meeting rooms, arrange travel, and support with other meeting plans
- Assist staff and trustees by making sure meetings run smoothly and are well organised

#### Support Grant Administration

- Assisting with our grant making process once a year, which will include collating grant applications and record keeping, organising shortlisting meetings, correspondence with grantees, compiling grant agreements and arranging grant visits.

#### Support Hatch Administration

- Ensuring that individual emails are sent to restaurants with a password protected document containing the details of the young person's details followed by the password in an email.
- Chasing up gaps with restaurants and delivery partners to ensure young people are still engaged in the programme.
- Retrospectively tracking Hatch candidates to see how they are getting on if they are still with KFC. Build some case studies to showcase successes.
- Supporting to organise training session dates, attendees and locations.

#### General Administration

- Look after shared email inboxes and reply to messages or pass them on to the right team
- Help with our social media posts
- Help send out items like collection boxes, merchandise, or uniforms when requested
- Support keeping staff records up to date, such as checking documents for new starters
- Help organise schedules for reviewing workplace policies
- Assist with basic data protection tasks, like keeping records stored correctly
- Support admin tasks for fundraising activities, including raffles and events
- Provide high level general admin support across different teams, helping with grants, employability programmes, and fundraising when needed

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### What we'd love from you?

No formal experience or qualifications are required for this role and on the job training will be provided.

### Essential:

- A personal commitment to the KFC Youth Foundation's mission to help young people achieve their potential
- Committed to our values of being collaborative, accountable, positive and empowering
- Strong attention to detail and ability to process data accurately
- Trustworthy and reliable, with a strong sense of responsibility
- Strong communication skills
- Helpful, professional and super organised
- Excellent IT skills and familiarity with Microsoft Office
- Willingness to learn and open to feedback

### Skills and competencies:

- Personal effectiveness: self-motivated with a strong sense of purpose and drive for achievement.
- Emotional Intelligence: able to work with clarity, openness and emotional intelligence, with the highest levels of personal integrity and honesty.
- Communication: articulates ideas and expectations clearly, fostering a shared understanding among team members and stakeholders. Listens attentively to others, valuing diverse perspectives, and fosters a culture of open communication.
- Collaboration: Able to forge and nurture partnerships and collaborative relationships with a range of organisations and stakeholders.
- Problem Solving : Applies critical thinking and analytical skills to identify and solve complex problems, driving innovation and continuous improvement.

### Benefits:

- Generous holiday entitlement (28 days, plus 8 bank holidays)
- Flexible working including: hybrid working
- Private Medical Cover
- Employee Assistance Programme (access to health and wellbeing support, including counselling)
- Development and training - you will have the opportunity to complete a Level 3 Business Administration or Assistant Accountant Apprenticeship on the job as part of the role. These are equal to an A Level.

The KFC Youth Foundation is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability or gender identity. The KFC Youth Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This post is subject to NSPCC Safer recruitment and a Basic Disclosure and Barring Service Check.

### How to apply:

Please complete the application form and send it to [finance@kfcyf.org.uk](mailto:finance@kfcyf.org.uk) by 5pm on Friday 6th February. If you have any questions, please reach out to Kelly Read, Finance Manager, at 07977 459986.

First round phone interviews will take place Thursday 12th February 26.

In person second interviews will take place in Woking on Thursday 19th February 26.