



MISSION STATEMENT; " To assist all young people in reaching their full potential, by offering Christian love through Sport, Creative Activity and Adventure, in a caring, accepting, safe environment - sharing enthusiasm and building respect and self-esteem through relationships."

JOB DESCRIPTION

TITLE: NAYC Administrative Assistant

RESPONSIBLE TO: Personal Assistant to the CEO

MAIN PURPOSE: The Administrative Assistant will work closely with the PA to the CEO to help keep things running smoothly day to day, supporting key tasks and making sure nothing gets missed. You'll need to be really organised, have a great eye for detail, and be happy juggling different bits of admin to support the charity's work with young people.

About Us

Northamptonshire Association of Youth Clubs (NAYC) and ACUK (the trading company) focuses on supporting the development of young people through outdoor activities, sports, residential experiences and youth work. Together, NAYC and ACUK aim to help young people build confidence, independence, and important life skills in a safe and structured environment ACUK operates several residential centres that are used by schools, churches, youth groups, and community organisations including King's Park Conference & Sports Centre (Northampton), Pioneer Centre (Shropshire), and Whitemoor Lakes (Staffordshire).

Key Responsibilities

Fundraising & Grant Support

- Support the preparation and submission of funding applications
- Help maintain accurate records of applications, deadlines, and outcomes
- Assist with reporting requirements for funders where needed

AGM Coordination

- Support the organisation of the Annual General Meeting (AGM)
- Prepare and send invitations to members and stakeholders
- Track responses and manage attendee lists
- Assist with meeting documentation



Communications

- Prepare and distribute email and postal mailouts to supporter groups
- Maintain and update mailing lists and contact databases
- Support general communications with stakeholders and partners

Newsletter Production

- Assist in creating and distributing the quarterly newsletter
- Gather content, updates, and stories from the team
- Format and proofread materials before distribution

General Administration

- Provide day-to-day administrative support
- Manage filing (digital and paper) and ensure records are up to date
- Respond to general enquiries via email or phone
- Support other ad hoc administrative tasks as required

Person Specification

Essential

- Strong organisational skills and attention to detail
- Good written and verbal communication skills
- Ability to manage time effectively and work independently
- Comfortable using Microsoft Office

Desirable

- Experience in an administrative role
- Experience producing newsletters or communications materials

As an inter-denominational Christian based organisation, all staff are employed on the understanding that they have an empathy with and commitment to our Christian ethos and values.

This job description dates from June 2026 and may be subject to review at any time as deemed necessary.