



## Project Support Assistant

### Job Description

#### About the role

**Duration:** 18 month part time appointment, with possible extension, subject to funding

**Workplace:** YMCA, Bridge Street, Guildford GU14SB

**Hours:** Flexible hours, 15 hours per week, days subject to mutual agreement

**Salary:** £8,500 per annum (equivalent to £21,250 full time)

**Holidays:** 10 days p.a. on 15 hours a week

**Closing date:** 12 noon, Tuesday 17 September 2019

**Interviews:** Wednesday 25<sup>th</sup> September 2019

#### 1. Job Purpose

To provide administrative support to the Project Co-ordinator in delivering the Community Angel initiative in the Guildford area, on behalf of local churches. This temporary post has been created in response to a huge need in the Guildford locality for a befriending service, involving care and practical help for lonely and isolated people in our community. We are looking for an enthusiastic and versatile individual who can contribute their brilliant administrative skills to the project. We hope this post will be interesting, flexible and worthwhile for the successful candidate who joins our friendly team!

#### 2. Accountability

The Project Support Assistant will report to the Community Angels Project Co-ordinator. The project is run by Guildford Town Centre Chaplaincy (GTCC), a local charity established in 2008 to demonstrate care and offer non-judgemental support to people in need in the town. GTCC does this through three distinct projects; Community Angels, Street Angels and Volunteer Chaplains. Visit [www.gtcc.org.uk](http://www.gtcc.org.uk) for more details.

#### 3. Main tasks, duties and responsibilities

- ❖ Establish and maintain appropriate databases to enable the project to be managed effectively and to measure the outcomes. This includes the review of electronic filing systems, production of periodic reports, and generating key statistics to evidence the great work we do
- ❖ To provide administrative support for the recruitment, DBS checking, training, deployment, matching and ongoing engagement of our volunteers and clients
- ❖ To assist in the preparation of marketing materials for visits to local churches, or other venues, and in the preparation of training courses (2-3 times a year). There is an opportunity here to use or develop specific social media skills as appropriate.

- ❖ To uphold the values of the Guildford Town Centre Chaplaincy (selflessness, honesty, integrity, professionalism, collaboration and excellence).
- ❖ To carry out other administrative duties across the whole chaplaincy that are within the scope, spirit and purpose of the role, such as answering email and telephone enquiries.

#### 4. Person specification

##### Essential criteria

The Project Support Assistant must:

- be in sympathy with the Christian ethos of GTCC and Community Angels;
- share our values of selflessness, integrity, honesty, professionalism, collaboration and excellence;
- demonstrate compassion for vulnerable adults and desire to see change in our community
- be able to work independently and demonstrate initiative
- have experience of managing information on databases
- be a good communicator, especially via email, with an eye for detail
- be computer literate with a working knowledge of Word, Excel and PowerPoint packages
- be flexible to respond to the changing needs of a growing project
- able to work collaboratively with others, especially volunteers

##### Desirable criteria

- Ability to create and design publicity material
- Experience of working with web-based portals and social media
- Experience of the voluntary and/or social care sector
- Experience of managing volunteers
- An understanding of Guildford as a town with its diverse communities.

#### 5. How to apply

If this post interests you, and we hope that it does, please email a covering letter and a copy of your CV to Rachel Guilford [gfd.communityangels@gmail.com](mailto:gfd.communityangels@gmail.com) – or give her a call to discuss on **07825 799309** – she is looking forward to hearing from you!

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Charity Number: 1126056

[www.gtcc.org.uk](http://www.gtcc.org.uk)