
Application for employment

Let's change things together

Job title:

PA/Office Manager

Reporting to:

Souster Youth Director

Salary range:

£15,000 - £18,000pa

(Pro rata for 0.6 post)

Depending on qualifications
and experience.





Let us introduce ourselves

Souster Youth is an exciting new youth work organisation in the East Northamptonshire area, principally working in the market towns of Oundle and Thrapston since February 2016. We work to transform the social, emotional, and spiritual health of young people in our area. We work in schools, churches, and the local community.

In our first year we have been developing our work in local schools, mainly in Prince William School, Oundle. Up to now this has mainly involved group work and 1:1 support, but with the right team we can do **so much more**.

We have been well received by local churches and are forming good early

relationships with leaders. There are many opportunities to work closely with local churches who are keen to develop good youth work and already have many capable and committed youth work volunteers ready to get started. Partnering with our Diocese, we also run training events for youth workers and volunteers to equip them in their work with young people.

Our area: With it's affordable housing, outstanding schools, rural location with well-established transport links, and welcoming towns and villages, this is a great place to live. And with a national youth festival relocating to the Peterborough area, this is poised to become a key hub for Youth Work moving forward.



It's what makes us tick

Share

the good news of
the Christian faith
with young people

The opportunity is big, but the challenge is even **bigger**. Out of 1,500 young people in our locality, less than **50** of them are in local churches each week. We want to change this and help young people engage in faith in meaningful ways.

Care

for young people
when they need
it most

Many needs of young people currently go unmet, partly because of a lack of provision and partly because of the huge demands placed upon services. We work to address the most pressing needs of young people, including; anxiety, self harm, sex & relationships, and spiritual & moral development.

Dare

the local church
to get involved
and become a
welcoming place
for young people

We want to help churches start **new** youth work, and strengthen what they already do with young people. Local churches can become places where young people are nurtured, challenged, and inspired both now and in the future. We want to help make this a **reality**.



My, haven't we grown!

Our organisation is growing quickly, much faster than expected and now we need to find the right people to take the work forward.

We are currently developing plans for a brand-new youth centre in our local area, serving as a base for our growing team and a hub for youth work and training. We're also finalising a permanent chaplaincy base in a local school, and weekly discipleship communities to help young people embed faith practices into daily life.

This is an exciting opportunity for you to do something innovative. We are well resourced, and have everything you need to reach your potential. You will be given the freedom to develop and grow, using your skills. We're looking for the right person to take up the challenge.

If you want to make a lasting difference to young people's lives, this is a great time to join **Souster Youth**.



The **PA/Office Manager** is a key appointment for Souster Youth and will play a key role in creating the administrative and organisational structures that help our growing work to thrive. Souster Youth needs an organised and resilient person to run our office and provide crucial administrative support. This exciting and varied role will involve supporting the Director with a wide range of tasks, so a flexible and willing approach will be vital. The PA/Office Manager needs to be a self starter and have excellent interpersonal skills.

Team structure:

Souster Youth is supported by a experienced board of trustees. The work is led by our Director Jason Royce and a small but growing team of volunteers. We are currently recruiting an Assistant Director and a PA/Office Manager to help us impact more young people.

Key responsibilities and tasks

1. Help deliver the vision of Souster Youth:

1.1 To provide support and administration necessary for Souster Youth to achieve its vision.

1.2 To manage data relating to our work with young people in schools (including confidential information).

1.3 To deal in a timely manner with correspondence on behalf of Souster Youth.

1.4 To produce reports and papers as necessary for Souster Youth.

1.5 To manage communications with our supporters and stakeholders.

1.6 Admin and booking processes for Souster Youth Activities, training and events.

2. To be responsible for the smooth running of the Souster Youth Office:

2.1 To develop and create systems that increase efficiency.

2.2 Maintain the staff and volunteer handbook, updating as required.

2.3 Maintain a schedule of policies and procedures held by Souster Youth, and ensure regular review and approval of policies and procedures by the Trustees.

2.4 To create and maintain databases of supporters and our growing list of contacts.

2.5 To create and maintain an asset register of equipment owned by Souster Youth, liaising as required with the Treasurer to ensure adequate insurance cover is in place.

3. To support the Director:

3.1 To provide administrative support to the director in the fulfilment of his duties for the charity.

3.2 To manage the Director's diary, scheduling meetings.

3.3 Logistical support and arrangements for projects as required, to include some events management.

3.4 To take minutes at some meetings, including board meetings as required.

4. Fulfil wider responsibilities as a member of Souster Youth:

4.1 To participate, as required, in meetings, training and development, and staff activities within Souster Youth, including attendance at three compulsory 48-hour retreats each year in partnership with Youthscape.

4.2 To support, as required, other Souster Youth work in consultation with their the Director.

Conditions of employment

Location:	Thrapston, Kettering
Salary:	£15,000 - £18,000pa (pro rata for 0.6 post) Depending on qualifications and experience
Hours:	22.5 per week
Transport:	Employee to provide own vehicle
Holiday:	25 working days, plus bank holidays on a pro rata basis
Probation:	6 months
Termination:	1 month by either party



Here's what we're looking for

Skills

- Judgement and decision-making
- Honesty and integrity
- Excellent organisation and ability to consistently meet deadlines
- Has excellent written and oral communication skills
- Discretion with sensitive information
- Smooth running of a small office
- Personal effectiveness, self management and timekeeping
- Is an effective team member
- An eye for detail and able to work with a high degree of accuracy
- A sense of humour

Knowledge

- Safeguarding policy and practice (or willingness to learn)
- Finance and databases
- Working with computer systems (e.g. word processing, spread sheets, databases, presentation software)

Experience

- Office or administrative experience
- Creating effective filing systems and databases
- Diary management
- Minute taking
- Project/event management
- External communications, (e.g. newsletters, group emails)
- Successful work with wide ranging organisations and people with differing cultures and beliefs

Qualifications

Evidence of ongoing professional development, including suitable qualifications.

Values and ethos

Essential to the role, is a commitment to the ethos of Souster Youth. There is an occupational requirement (OR) for Souster Youth to employ a committed Christian to this role.



Here's how to apply

Applications by **CV** and **covering letter** addressing the key responsibilities, tasks and person specification to be received by:

19th May, 2017 to jason@sousteryouth.org

Interviews to be held on **Monday 5th June, 2017**. Successful candidates to begin employment as soon as possible.

For an informal chat about this post, please call Jason Royce on **07833 251231**.

Existing Souster Youth terms and conditions of employment apply.

Souster Youth is committed to safeguarding the welfare of young people and expects all employees to share this commitment. All appointments are subject to a satisfactory DBS check being received. The Souster Youth Trust is a registered charity: 1162368