
Application for employment

Let's change things together

Job title:

**PA/Office Manager (Maternity cover
required from September)**

Reporting to:

Souster Youth Director

Salary range:

£18,525 - £21,000

Depending on qualifications
and experience.





Let us introduce ourselves

Souster Youth is an exciting youth work organisation in the east Northamptonshire area. Our work has grown rapidly since we started in February 2016. We work to transform the social, emotional, and spiritual health of young people in our area. We work with schools, churches, and the local community.

We work in 5 secondary schools and a number of Primary Schools offering mental health support, curriculum support and work with parents.

We have strong relationships with local churches and have helped a number of them grow their work with young people and add to their teams. There is much more to come.

Partnering with our Diocese, our Youth Ministry Training programme equips youth workers from across the region in their work with young people.

We are proud of the brilliant team that makes it all happen; we're a mix of 20 volunteers, 5 staff and 5 trustees.

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. The developments we've seen over the past 5 years have convinced us that this is poised to become a key hub for Youth Work moving forward.



It's what makes us tick

Change.

We're here for all young people.

We bring an **upward change** in the social, emotional and spiritual wellbeing of young people. We work to address the most pressing needs of young people, and through our work they see our Christian faith in action.

Grow.

We're here for young people with Christian faith.

We help young people with Christian faith to **learn** and **practice** their faith in ways that transform their lives and the world for the better.

Build.

We're here for the local church.

We help churches **start** and **grow** work with young people. Local churches can become places where young people are nurtured, challenged, and inspired both now and in the future.



My, haven't we grown!

Over the last seven years we've grown in size, ambition and budget but we haven't finished yet. Because people are at the heart of all we do, we've taken care to build a great team.

Could this be the moment for you to join us?

We know the value of good systems, procedures and administration. In fact, we see how it directly supports the work we do with young people.

There is a clear plan for this role but, if you join our team, you will be given the freedom to develop and grow, using your unique skills and we will shape the role around you.

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

02 – The role



The **PA/Office Manager** is a key position in our team and plays 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 team of staff and volunteers.

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 be the first point of contact with the charity for enquiries.

2. PA to the Director

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

2.2 Working on a wide range of regular and one-off projects.

2.3 Representing the Director/Charity at a range of meetings or events.

2.4 Email and diary management.

3. Day to day financial management:

3.1 To support the Treasurer and to carry out day-to-day management of finances.

3.2 To create and maintain databases of supporters and grant funders.

3.3 To manage communications with our supporters and stakeholders.

4. Operational Administration:

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

4.2 Website and social media updates.

4.3 Oversee filing and record keeping.

4.4 Acting as clerk to the board; taking minutes at meetings, keeping agendas and board papers.

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

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

5.1 Attendance and participation at retreats.

5.2 Taking turns with the rest of the team in leading our weekly team 'Chapel'.

5.3 Learning and growing along with the team at other training and events.

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

Conditions of employment

Location:	Thrapston, Kettering
Salary:	£18,525 - £21,000 Depending on qualifications + experience
Hours:	Would consider part or full time, as well as flexible hours.
Transport:	Employee to provide own vehicle
Holiday:	25 working days, plus bank holidays
Probation:	1 month
Duration:	Maternity cover, 9 months up to 12 months, with 2 months notice



Here's what we're looking for

Skills

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

Knowledge

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

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 Christian ethos of Souster Youth.



Here's how to apply

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

7th July, 2023 to hello@sousteryouth.org

Interviews to be held on **19th July, 2023**.
Successful candidates to begin employment
4th September.

For an informal chat about this post please
email, or call Jason Royce on **01832 735999**.

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