



## **Job Description**

**Job Title:** Administrative assistant (part time)

**Location:** Princess Project Office, Maidstone Community Support Centre

**Reports to:** CEO

**Summary:** To provide administrative support to the Princess Project team

**Hours of Work:** 15 hours a week, Monday to Friday 9.30am-12.30pm

### **Main Responsibilities:**

1. Answer the main office phone and respond to queries
2. Respond to incoming emails to the Princess Project hello/support email addresses
3. Set up and manage donor and volunteer databases
  - Collate data (in paper and digital formats) about donors, supporters and volunteers
  - Build separate (searchable) databases using this data, under the direction of the CEO, using Microsoft Excel
4. Enter data from paper sign-in sheets/forms etc onto appropriate electronic record
5. Manage mailing/distribution lists
6. Manage team calendar
7. Help manage the Princess Project social media accounts
8. Maintain database of DBS checks, and arrange online checks for volunteers as needed
9. Help CEO/rest of Princess Project staff team with additional administrative tasks as required, for example:
  - Filing/shredding
  - updating policies and procedures
  - writing letters to donors/supporters on behalf of the charity

## Person Specification

Education/Qualifications (or equivalent)	Essential/Desirable
1. 5 GCSEs, including English and Maths GCSE Grade C or above	Essential
2. Professional administration experience	Essential
3. Educated to A Level standard	Desirable
<b>Experience</b>	
1. Competence in Microsoft Office 365 and internet technology	Essential
2. Experience of data processing in accordance with GDPR	Essential
3. Experience of designing and populating Excel databases	Essential
4. Confident and competent navigating social media platforms (facebook, instagram, twitter)	Desirable
5. Experience using wordpress	Desirable
6. Experience of working with members of the public, community groups, and professionals	Desirable
<b>Skills/Abilities</b>	
1. Strong organisational skills	Essential
2. Excellent written and oral communication skills	Essential
3. The ability to use initiative and take responsibility for tasks	Essential
4. The ability to prioritise and manage time effectively	Essential
5. The ability to learn quickly and take on tasks outside your skill set	Essential
6. The ability to both work independently, and also to work effectively as part of a wider team	Essential
7. Understand and respect the need for confidentiality	Essential
<b>Personal Qualities</b>	
1. Sympathetic to the Christian ethos of the Princess Project (see attached statement of faith)	Essential
2. Able to identify with and be committed to the vision and ethos of the Princess Project	Essential
3. Relational and diplomatic- friendly and approachable, non-judgemental, able to relate well to people from all walks of life and able to bring out best in others	Essential
4. Flexible and willing to be involved in a wide range of tasks	Essential
5. Aware of own limitations and when to seek help and advice.	Essential

## Essential Employment Information

<b>Job Title:</b>	Administrative assistant
<b>Accountable to:</b>	CEO
<b>Purpose:</b>	See job description
<b>Location:</b>	Princess Project Office, Maidstone Community Support Centre
<b>Contract length:</b>	Initially a 12-month contract, ongoing contract dependent on funding. Initial contract subject to a probationary period of 3 months
<b>Start date:</b>	January/February 2022, exact date to be confirmed
<b>Hours of work:</b>	15 hours a week, Monday to Friday 9.30am-12.30pm
<b>Holiday entitlement:</b>	25 days per year (pro rata). Statutory bank holidays (pro rata) are additional.
<b>Salary:</b>	£9.90/hour, equivalent to £7,722 p.a. (£18,018 p.a. pro rata). The Princess Project is committed to paying the real living wage rate set by the Living Wage Foundation
<b>Overtime:</b>	Paid overtime is not applicable to this position
<b>Period of notice:</b>	One month notice by either party or statutory notice (whatever is the greater). During the probationary period there will be a 1 week notice period by either party.

## **Application Procedure**

Please complete the application form and return to Emma Tanner by email ([emma.tanner@princessproject.co.uk](mailto:emma.tanner@princessproject.co.uk)) or post your application to Emma Tanner, The Princess Project, Maidstone Community Support Centre, 39-48 Marsham Street, Maidstone ME14 1HH. The deadline to apply is 4pm Friday 21st January.

All applications will be anonymised prior to shortlisting. Shortlisted candidates will be invited for interview. When a decision has been made, we will contact all applicants advising them of the outcome.

The Princess Project will treat your application as private and confidential. All unsuccessful candidates will be notified by email, and their applications will be securely destroyed after six months.

## **The Princess Project: Transforming mums' lives through unconditional love, support and encouragement.**

The Princess Project helps mums and their families to thrive by providing a holistic package of physical, emotional, social and spiritual support. It was founded in 2011, becoming a registered charity in 2013, and in that time has quickly become known as the 'go to' place for mums in need of support across Kent, enjoying good working relationships with social services, early help teams, health visitors, midwives, churches, and other charities. The Princess Project also has a good reputation amongst mums themselves- many of our new referrals are by word of mouth.

Relationships are at the heart of the Princess Project. We aim to provide long-term, consistent, non-judgemental love and support to all the mums in our care- to be Jesus' hands and feet to them.

We run the following services:

**Mum2Mum befriending service.** This matches trained volunteers from local churches (all mums themselves) with young mums in need of support. Mums meet with their befrienders once a fortnight on average, and how each pair spends their time together will depend on the individual needs of each mum. For some it will just mean enjoying the company of a sympathetic, impartial adult for an hour or so. For others it might mean accompanying them to an appointment at the doctor or job centre, a toddler group, or even a court hearing. Princess Project staff match new referrals with befrienders, and supervise the matched pairs. Mum2Mum is now being replicated through churches across the UK.

**Ellie's** befriender met her before she was pregnant, and walked with her through miscarriage, the subsequent birth of a healthy baby daughter, domestic violence, relationship breakdown, financial difficulties and post-natal depression. Now Ellie is mum to a healthy, happy 3 year old, has recently started a part-time job, and was one of the founding trustees of the Princess Project. Ellie says:

*"It has meant a lot to me being part of the Princess Project. It's been great knowing there's someone to talk to in times where I've felt most alone- the advice and support has been amazing, the project has truly helped me and it will always be appreciated."*

**Totcycle** is our **baby and toddler goods exchange**. This is a bank of good quality second-hand baby and toddler clothing, toys, books and equipment- everything from car seats and travel systems down to nappies and bottles. This is all made available free of charge to families who need it. Mums are encouraged to bring back any items they no longer need so that they can in turn be passed onto other families. It changes lives by relieving financial hardship, allowing families to access items they would otherwise be unable to afford. The exchange concept means that people's dignity is preserved in the process. Totcycle runs alongside our Mums' Hubs.

**The Hub** provides a safe, welcoming space for vulnerable mothers. It is mum-focussed, not child-focussed, although we provide activities for 0-5s as we recognise that mums can only sit down and relax when their little ones are occupied. The Hub gives mums an opportunity to get out and meet other people, whether those are members of our friendly volunteer team, or other mums. It gives our team a chance to meet and chat one-to-one to mums who are often not engaged with any other groups, and signpost to other support services where appropriate. All this takes place in a homely, friendly environment over a free cup of tea. The small, personal nature of the Hub means that it is more accessible to mums disadvantaged in the ways described below than many other support services.

**Katy** is the single mum of 3 boys living in Park Wood. Her health visitor referred her to the Princess Project as her baby was sleeping in his pushchair at night- his cot had broken and Katy could not afford to replace it.

We were able to deliver a cot to her, along with stairgates to make her flat safer for her two boisterous older boys. Totcycle users say:

*"Totcycle has made a massive difference to my family. It has allowed my child to have toys and clothes we are unable to afford. I look forward to coming as we get new things and I get to have a cuppa and catch up with friends while my child plays with other children. This is a fantastic organisation and should be in every town."*

*"Totcycle has made such a great impact on the residents of Park Wood, so helpful."*

**Groups and Courses** offer support and training to both mums and dads, reducing social isolation at the same time as passing on new skills and techniques and thus strengthening families. We run Parentalk groups, discussion groups for those parenting primary aged children; the CAP money course, which teaches money management and budgeting skills; and the Shine course for women, which builds confidence, self-esteem and a sense of purpose.

*"The main thing I took away from Parentalk was having the thought that I'm not the only one who struggles. And it's given me ideas on how to spend a bit more quality time with my children."*

*"I made new friends."*

*"The ladies from the Princess Project provided a friendly, supportive atmosphere for the parenting group and the mums who attended felt relaxed and comfortable to talk about their difficulties. Everyone was able to pick up useful tips to try at home and many of the mums shared how the subtle changes to their parenting style was having positive effects on their children's behaviour." Corinne Laming, FLO at Staplehurst Primary School*

**Giving Princess Gift Boxes to new mothers** to make them feel valued and special. *One young single mum commented "It made me feel like the church wasn't judging me".*

We believe that through this package of activities we can start to introduce families to new ways of breaking negative generational cycles, thus bringing about long-term social change.

All the activities of the Princess Project are carried out as a practical expression of the Christian beliefs of the organisations' trustees and volunteers. We believe that as we endeavour to love and serve the mums in our community in the way Jesus modelled, we will point them towards the hope that can be found in knowing that they are precious daughters of a heavenly King: true princesses.

More information about the Princess Project can be found on our website, [www.princessproject.co.uk](http://www.princessproject.co.uk).



## **Statement of Faith**

1. We believe in the love, grace and sovereignty of God, who is Father, Son and Holy Spirit.
2. We believe in the incarnation of God's Son, Jesus Christ, in his death and resurrection, and his coming again.
3. We believe in the inspiration of Scripture.
4. We believe in the dignity of all people, and in God's ability to transform people's lives through faith and trust in him.
5. We believe in the community of God's people, the Church.