



JOB DESCRIPTION

JOB TITLE: Admin and Comms Officer, Green Champions

HOURS: 15 hours per week - working pattern to be agreed. but envisaged to ideally be across Tuesday, Wednesday and Thursday.

CONTRACT: 24 months fixed-term (with scope for extension)

SALARY: £11.05 per hour

REPORTS TO: Green Champions Project Manager

PLACE OF WORK: Office-based at Bakers Avenue, E17 9AW, plus occasionally The Sidings, E11 IHD (FRP warehouse), and other FRP delivery sites (eg for project visits and events)

This is a new post, made possible by a grant from the National Lottery Community Fund for FRP's Green Champions training and volunteering programme. You can find out more about this programme at FRP's website. We are looking for an excellent new team member with strong administrative and comms skills and experience, to support the programme. The post is initially grant funded for two years.

KEY ROLE TASKS

- Respond to and process enquiries for FRP and the Green Champions programme, by email, phone and social media.
- Administer the Green Champions programme enrolments.
- Administer and collate monitoring data collection for Green Champions, which will be by forms and surveys, and report to the team.
- Coordinate and administer the Green Champions team meetings.
- Lead on administration, data capture, budgeting and reporting for Green Champions.
- Construct, create and send a regular email newsletters for Green Champions, using Mailchimp.
- Create and post social media content promoting Green Champions and the work of FRP.
- Update and augment the FRP website with content about Green Champions.
- Along with colleagues, looking after workshop, shop and office spaces, keeping them safe and organised.
- Adhere to FRP policies and procedures including Health & Safety and Safeguarding.
- Other reasonable duties as requested by line manager and Chief Executive.

ESSENTIAL QUALITIES

- Reliability and availability.
- Admin skills and experience - including using forms and data processing.
- Enquiries skills and experience - including social media, email newsletters, good personal communication skills.
- Interest in working for a small organisation.
- Good at team working.
- Ability to deliver agreed work without close supervision, as we're a small team all working part-time.
- Prepared to work flexibly according to the needs of the organisation, including occasional work outside core hours
- Commitment to social inclusion and environmental sustainability
- Alignment with the community and environmental values of FRP

DESIRABLE QUALITIES

- Experience and skills in using Mailchimp.
- Experience and skills in using Google Drive and Forms.
- Experience and skills in using Survey Monkey or similar.
- Experience and skills in Wordpress.
- Experience and skills in writing for public - eg reports, web content, case studies.
- Knowledge and experience around handling personal data - Data Protection etc.
- Existing knowledge of FRP and our work.
- Understanding of the working environment of working for a charity, and specifically a small, local charity.
- Experience of working with volunteers.

DBS Check

FRP takes its safeguarding responsibilities very seriously and has a considered safeguarding policy, incorporating a rehabilitation of offenders policy, in place along with accompanying procedures. As part of this, each role at FRP is carefully considered for a DBS Check.

This post does not require a DBS check, however if the postholder started to work in a supervisory capacity with volunteers - who may be vulnerable adults - one would be needed. This would all be considered and agreed in consultation between postholder and line manager.

More details and a copy of the policies are available on request.