



FRP COMMUNITY PROGRAMMES ADMIN & COMMS OFFICER

FRP is looking to recruit an admin and comms worker to work as part of its Community Programmes and wider team.

The role will be a central part of the team who deliver carpentry and fabrics workshops, as well as community tool lending libraries for the community. This work has a big impact on enabling members of our community to be part of FRP's work with reuse, reclaimed and recycled products, thus both diverting materials from incineration/landfill and giving members of the community access to materials, tools and skills which reduce our collective and individual environmental impact for the long term. This job and some of this work is made possible by a National Lottery Community Fund Reaching Communities grant.

Application by CV, together with a personally-written cover letter or email that outlines your suitability for the role, as described below. Email to recruitment@frpuk.org. Deadline for applications Wednesday 9 September 2026 at 5pm. Interviews are expected to take place in the week commencing 14 September. Ideally, we are looking for a start by the end of September and as soon as possible, but we could be flexible for the right candidate.

JOB DESCRIPTION

JOB TITLE: Community Programmes Admin & Comms Officer

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

CONTRACT: to 30 November 2030 (in line with funding) with scope for extension, and with a three-month probation period

SALARY: £14.80 per hour

REPORTS TO: Community Programmes 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)

KEY ROLE TASKS

- Administer the Green Champions programme, in support of colleagues.
- Respond to and process enquiries for FRP and the Green Champions programme, by email, phone and social media. Lead responsibility for answering and forwarding enquiries emails and social media enquiries to the charity.

- 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, finance administration and reporting for Green Champions.
- Support the manager and team with outreach to generate referrals and partnerships for FRP carpentry and fabrics.
- Contribute to FRP Comms Strategy work, in particular as the lead representative Community Programmes priorities and plans, liaising with colleagues (and particularly those leading on FRP and FRP Tool Library comms) as appropriate on this.
- Create and post social media content promoting Green Champions carpentry and fabrics sessions.
- Update and augment the FRP website with content about Green Champions carpentry and fabrics.
- 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

- Strong admin skills and experience - including using spreadsheets, forms and data processing.
- Enquiries skills and experience - including social media, phone and email enquiries
- Comms skills and experience - in particular, creating and scheduling social media content, creating and uploading website content, and planning and scheduling comms.
- Good personal communication skills and a good standard of written English.
- Reliability and availability.
- 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.
- Aged 18+ and eligible to work in the UK.

DESIRABLE QUALITIES

- Experience and skills in using Google Drive and Forms.
- Experience and skills in managing surveys and evaluation.
- Experience and skills in Wordpress.
- Experience and skills in using Canva and/or other software to create engaging social media posts and other comms materials.
- Experience and skills in using Email software (we use Octopus, which is similar to Mailchimp).
- 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.
- Existing knowledge of FRP's local community (perhaps a local resident and/or a worker or volunteer for a local community organisation).
- Understanding of the working environment of working for a charity, and specifically a small, local charity.
- Experience of working with volunteers.

Additionally, there are comms skills that would complement the FRP team's existing skills and so be desirable, principle amongst which would be website management and design, another of which would be copy writing and proof reading skills that could support colleagues as well as the work of this role. We would furthermore be interested in wider skills in comms and other areas that you might bring to the FRP team and might like to tell us about, as we are a small team who benefit from wider skills and experience that people bring.

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.