



PA TO THE DIRECTOR OF FUNDRAISING

APPLICANT INFORMATION PACK





WELCOME FROM EMMA REVIE, CHIEF EXECUTIVE

The work of our foodbank network is inspiring but we face significant challenges ahead. Between 1st April 2018 and 31st March 2019, The Trussell Trust's Foodbank Network distributed 1.6 million three-day emergency food supplies to people in crisis, a 19% increase on the previous year. More than half a million of these went to children.

I want to see the end of the need for emergency food services in our country, to work with Government to ensure that our benefits system provides a genuine safety net for people and work is paid a fair wage, allowing individuals and families to thrive rather than just stave off crisis.

Although the recent Budget marked a positive step forward, there is still much more to be done and we will continue to work through the foodbank network to bring further change.

Working for The Trussell Trust means making a difference in people's lives. To continue our vital work, we rely on a team of dedicated people. Come and join one of the fastest growing charities in the UK!

Emma Revie
Chief Executive



INTRODUCTION TO THE TRUSSELL TRUST

The most recent measures show more than 14 million people* in the UK are currently living in poverty, with individuals going hungry every day for a range of reasons, from benefit delays to receiving an unexpected bill on a low income.

The Trussell Trust's mission is to bring communities together to end hunger and poverty in the UK by providing compassionate, practical help whilst challenging injustice.

The Trussell Trust supports a network of over 400 foodbanks run by local community groups and charities across the UK, giving emergency food and support to people in crisis across the UK, where fourteen million people live below the poverty line. In the last year we gave 1,583,668 three day emergency food supplies to people in crisis.

We've been supporting our Foodbank Network to develop into community hubs, providing people in need with emergency food and a range of support in one location and helping to break the cycle of poverty.

*14.2 million people in the UK population are in poverty. The Social Metrics Commission, 2018

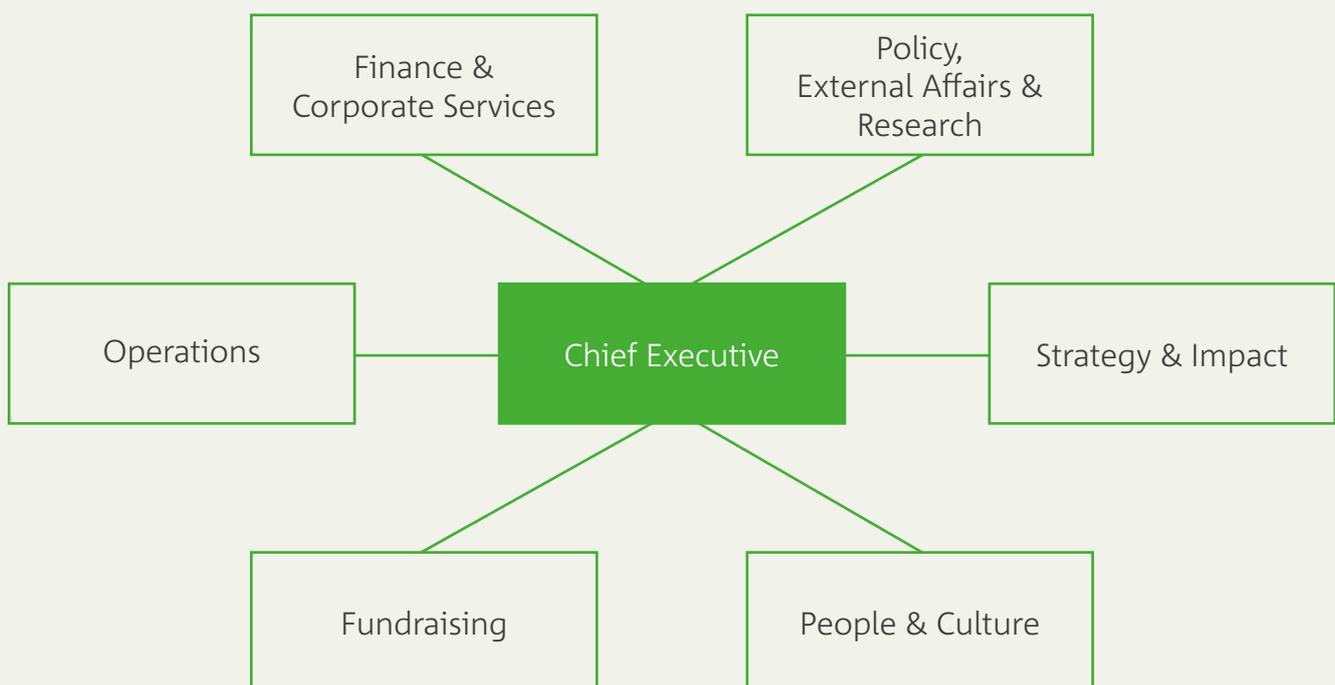




HOW WE WORK

Our head office is based in Salisbury, Wiltshire, with satellite offices in London and Coventry and team members based across the UK.

Our support for over 420 foodbanks across our network is delivered through six directorates reporting into our Chief Executive;





VISION, MISSION AND VALUES

OUR VISION:

To end hunger and poverty in the UK.

OUR MISSION:

Bringing communities together to end hunger and poverty in the UK by providing compassionate, practical help with dignity whilst challenging injustice.

OUR VALUES:

The Trussell Trust is committed to **community** built on **diversity, tolerance, cooperation,** and **mutual respect**; we want to contribute to society and demonstrate social responsibility. Our values are important to us, and we aim to live them out in all areas of our work.

We are **passionate** about what we do and the difference it makes in the lives of others

We are **compassionate**; we give selflessly and put others before ourselves

We hold ourselves **accountable**: we acknowledge and assume responsibility for actions, decisions, and consequences – as individuals and as an organisation.

We are **innovative**, with the ambition to pursue new and creative ideas that have the potential to change lives for the better.

We **empower** and **encourage** staff, volunteers and clients to take the initiative and achieve their best, in a safe environment where mistakes are viewed as learning opportunities.



THE ROLE

Directorate: Fundraising

Responsible to: Director of Fundraising

Responsible for: No direct reports

Hours: Part-time (25 hours per week)

Based: Salisbury

Temporary: 1 year contract to cover Maternity leave

ROLE OUTLINE

This is a challenging and busy role supporting the Director of Fundraising. The PA is responsible for providing day to day administration support.

RESPONSIBILITIES

- Prepares and edits correspondence, communications, presentations, reports and other documents
- Maintain the appointment schedule for the Director of Fundraising by planning and scheduling meetings, conferences, teleconferences, and travel
- Manage and attend team meetings as requested. Help with preparation of agendas, papers, minute taking
- Conserves the Director of Fundraising's time by, where appropriate; routing correspondence; drafting letters and documents; collecting and analysing information; initiating communications; assisting with travel and accommodation arrangements
- Provides historical reference by developing and utilising filing and retrieval systems; recording meeting discussions
- Support the Directors of Fundraising with arrangements of events
- Assist the the Director of Fundraising with adhoc projects
- Provide support to the Fundraising team heads, EA to CEO, EA to Director of Operations when required – assisting with travel & accommodation arrangements, expenses, scanning, external communications and support to projects
- Nominated deputy for EA to CEO and EA to Director of Operations in their absence
- Maintain and manage the Trussell Trust business accounts and act as first point of contact
- Maintains client confidence and protects operations by keeping information confidential
- Participate in regular 1:1s and annual reviews, contributing to the identification of objectives and targets, and monitoring of progress towards them
- Actively contribute to a culture of innovation, resourcefulness and best practice
- Promote collaborative and flexible working across the Trust.

Any other reasonable duties as specified by the line manager to support the work of the Trust.



THE PERSON

Requirement	Measures of success (Key Performance Indicators)
<p>Experience providing personal /executive assistant support at a senior level</p> <p>Comfortable working autonomously and across multiple tasks with a high degree of self-management and personal organisation</p> <p>Experience of working in the third sector (desirable)</p>	<p>Length of service in similar role</p> <p>Evidence of targets met</p> <p>Demonstrates emotional intelligence required in the role</p>
<p>Excellent communication skills, both written and verbal</p> <p>Excellent knowledge of MS Office applications, including Word, Excel, Outlook and Powerpoint</p> <p>Excellent attention to detail</p> <p>Able to manage a complex and busy role with competing deadlines using outstanding organisational skills</p> <p>Highly numerate with the ability to present and analyse data</p> <p>Ability to effectively represent an organisation externally and promote core brand messages</p> <p>Knowledge of standard office administration practices and procedures</p> <p>Excellent decision-making ability</p>	<p>Demonstrates a good understanding of the principles underlying GDPR, other applicable legislation and best practice</p> <p>Shows good interpersonal skills, is amiable and approachable and written communication is succinct and convincing</p> <p>Has a clear idea of priorities and manages own and team's time appropriately</p> <p>Delivers key outputs and responds to requests in a timely fashion</p> <p>Is able to represent the Trust and its values effectively.</p>
<p>Is able to work through challenges in positive and effective ways</p> <p>Clear understanding of the need to maintain confidentiality</p> <p>Excellent social skills, able to operate with diplomacy, tact and empathy at all levels</p> <p>Passionate about the work of the Trussell Trust and is sympathetic to its values and ethos</p>	<p>Demonstrate resilience, resourcefulness, flexibility and perseverance</p> <p>Demonstrates personal integrity and commitment to the values of the Trust</p> <p>Demonstrates empathy for people from disadvantaged, marginalised or socially-excluded backgrounds</p>
<p>Commitment to occasional need to work outside of normal working hours and travel throughout the UK</p>	<p>Is willing to be available for work related travel</p>



BENEFITS OF WORKING WITH US

£16,000 PER ANNUM PLUS BENEFITS - 1 YR MATERNITY COVER
(£24,000 full time equivalent salary)

People are the most important thing The Trussell Trust has – without our people we could not achieve any of our goals.

Our people are passionate about our cause and the difference it makes in the lives of others. The benefits package we offer employees to support them in delivering their crucial role includes the following:

Personal development programme

Continuous Personal Development is actively encouraged and training opportunities explored

Pension

Matched contributions up to 8%

Health scheme

Allows employees to claim money off healthcare bills.

Cycle to Work Scheme

Save up to 42% on the cost of bikes and equipment

Enhanced sick pay

Four weeks of contractual hours on full pay and four weeks of contractual hours on half pay after completion of probationary period, remainder at statutory rate

Enhanced contractual leave

Five additional days above statutory entitlement (33 days in total including bank holidays) [pro rata for part-time hours] and Christmas closure leave.

Potential to buy/sell contractual leave

Up to five days (pro rata)

Enhanced maternity/paternity/ adoption/shared parental leave pay

To support sustainable living while having a family we offer enhanced pay while on leave. Please do contact us if you would like further information.

Flexible working

Core hours 10am – 4pm where role allows & in agreement with line manager

Group life [death in service] scheme

Three times annual salary to nominated beneficiaries

Staff Volunteering

Five paid days per year to spend supporting another good cause.

Season Ticket Loans

An interest-free loan to cover the cost of a public transport season ticket.

Plus

Three days of significant life event leave and time off for dependants leave.



HOW TO APPLY

If you feel you have the required passion, energy and enthusiasm to help us bring an end to poverty and hunger, then you're on your way to becoming part of something that will make a real difference to people's lives.

To apply for the role please go to www.trusselltrust.org/jobs and click on 'Apply for this job' by the role details. This will take you through to our online Applicant Tracking System (ATS). You need to complete the ATS process in one go so it may help you to prepare the following before you start:

- Current employer
- Position in organisation
- Length of notice
- Give a brief outline of the responsibilities associated with your current role (no more than 150 words)
- Explain your interest in the position and give details of any relevant experience you have (no more than 150 words)
- Then separately upload your CV and a letter outlining why you are just who we are looking for.

If you have questions about this position please call 01722 580 209 or email people@trusselltrust.org.

www.trusselltrust.org/jobs

The Trussell Trust is Reg. Charity in England & Wales (1110522) and Scotland (SC044246). Reg. Ltd. Co. in England & Wales (5434524)