



Participation Assistant

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 2019 and 31st March 2020, food banks in the Trussell Trust network distributed 1.9 million three-day emergency food supplies to people in crisis, a 18% increase on the previous year. More than 700,000 of these went to children.

I want to see the end of the need for emergency food services in every nation of the UK, to work with governments at every level 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.

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



What we Do

Our aim is to end hunger and poverty in the UK. We support a nationwide network of 1,200 food bank centres across the UK.

Together, we provide emergency food and support to people locked in poverty, and campaign for change to end the need for food banks in the UK for good.

In the UK, more than 14 million* people are living in poverty - including 4.5 million children. As a nation, we expect no one should be left hungry or destitute, and we owe it to each other to make sure the right support is in place when we need it most.

It's simply not right that we live in a society where so many people are locked in poverty.

Together, we can end hunger and poverty in the UK.

[*14.2 million people in the UK population are in poverty.](#)
[The Social Metrics Commission, 2018.](#)

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 **Compassion, Justice, Community and Dignity.**

These are reflective of the values we see embodied throughout the Trussell Trust network of food banks.

Whilst we recognise that charities, churches and organisations running food banks may hold additional or distinctive values, these are the values which we hold together as a network, and by which we hold one another accountable.



How we Work

Our head office is based in Salisbury in Wiltshire, with satellite offices in London and Coventry.

We also have team members based across the UK supporting food banks at a local level.

Our support for the food banks in our network is delivered through six directorates, all of which report into our Chief Executive. These are:

- Operations
- Finance & Corporate Services
- Policy, External Affairs & Research
- Strategy & Impact
- Public Engagement

Whatever your skills or experience, there could be a role for you at the Trussell Trust.

Our Benefits

Our people are the most important thing the Trussell Trust has. Without our staff, we couldn't achieve our goals and create change.

Our staff are passionate about their work and the difference they make to the lives of others. The benefits package we offer supports our staff professionally and personally.

Benefits include matched pension contributions of up to 8%, group income protection, payroll giving, flexible working, season ticket loans, and enhanced contractual leave.

To find out more about the full range of benefits we offer, visit www.trusselltrust.org/employee-benefits.



The Role

Department: Participation

Responsible to: Director of Participation

Hours: Full-time (Flexible working considered)

Salary: £25,486 per annum

Employment: Permanent

Based: Home based with occasional travel for project meetings, food bank visits and participatory events



Role outline and purpose

The Participation Assistant will provide administrative, project and event planning support for participation initiatives across the Trussell Trust and its network. This role will work closely with the Director of Participation to deliver an organisation-wide approach to involving people with lived experience of poverty and financial hardship in fulfilling the Trussell Trust vision to end the need for food banks in the UK.

Responsibilities

- **Project Planning** - Provide administrative and logistical support to develop and deliver a range of participation projects across the Trussell Trust, its networks and partners. Current projects include a Youth Participation partnership with BBC Children in Need; a Poverty Truth Commission and Participation workshops packages for the Trussell Trust food bank network.
- **Event and Meeting Logistics** - Organise regular operational meetings and events, for the Trussell Trust and its foodbank network, liaising with external partners and suppliers.
- **Working with Lived Experience Partners** - Work closely with people who have recently experienced poverty and financial hardship, ensuring that they are invited, briefed and thanked personally for their involvement in relevant activities.
- **Diary and Email Management**- Manage diary requests and weekly schedules for the Director of Participation and other relevant team members; and review incoming correspondence for the Director of Participation and take action as appropriate.



Person Specification

Technical skills and minimum knowledge:

- Experience planning and supporting projects, events and meetings with multiple stakeholders
- Proven ability to work sensitively with people from a range of backgrounds and lived experiences (including those facing challenging life circumstances)
- Strong written and oral communication skills and ability to adapt communication style to a range of audiences
- Keen interest in creative approaches to participation, community activism and/or social change
- Experience providing support for senior colleagues and developing strong working relationships with colleagues and partners at all levels of seniority

Behaviours and competencies:

- Demonstrates a commitment to the values of the Trussell Trust
- Demonstrates empathy for people from disadvantaged, marginalised or socially- excluded backgrounds
- Effectively plans and organises tasks and activities which involve multiple partners
- Spots opportunities and barriers for the project and takes initiative to develop appropriate responses
- Manages relationships with colleagues and participants with confidentiality, warmth, professionalism and sensitivity
- Role models inclusive behaviours and values

Key Stakeholders

- TT Participation Team (including external consultants)
- BBC Children in Need – Grant Management and Partnerships teams
- Food bank Networks across the UK
- Relevant Anti-Poverty and Community sector organisations
- People who have recently used food banks or faced financial hardship



Our Values

The Trussell Trust is a charity that works to end the need for food banks. It is founded on and shaped by Christian principles.

Our values of dignity, justice, compassion and community, are central to all that we do and therefore supports our aim to be an organisation where the diversity of all employees is valued. We welcome people of all faiths and none and those that are committed to these values.

We recognise that we have under-represented groups within our workforce. As part of our commitment to diversity and equality of opportunity we are actively encouraging applications from under-represented groups such as returning parents or carers who are re-entering work after a career break, people who are LGBT+, from Black, Asian and Minority Ethnic (BAME) backgrounds, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions and those with a lived experience of poverty as well as any other under-represented group in our workforce. We are committed ensuring the safety and protection of our employees from all forms of harm.

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 our website to access our online application platform, Applied. This platform enables us to review your application anonymously to make our hiring decisions as diverse and impartial as possible.

You do not have to complete your application in one sitting, but you can save it and go back to it at any time before the closing date.

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

www.trusselltrust.org/jobs

