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PA to Director of Corporate Services

APPLICANT INFORMATION PACK



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

Welcome from

Emma Revie, Chief Executive

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Our values

What we Do

\*14.2 million people in the UK population are in poverty.

The Social Metrics Commission, 2018

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.**

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.

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Our offices are in Salisbury and London.

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, Research and Impact

     • Strategy

     • Public Engagement

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

Our Benefits

How we Work

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.](http://www.trusselltrust.org/employee-benefits)

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**Department:** Corporate Services

**Responsible to:** Director of Corporate Services

**Hours:** Full Time (37.5 hours per week)

**Salary:** £26,175 per annum plus benefits

**Based:** Home based with some travel for key events

**ROLE OUTLINE AND PURPOSE**Provides excellent business support across the organisation as a key member of the Corporate Services team. Providing administrative, project and procurement support, this role will work closely with the Director of Corporate Services in the delivery of outstanding support and driving transformation across the wider organisation as we work towards ending the need for food banks in the UK.

**RESPONSIBILITIES**

* Support the Corporate Services Director with day-to-day implementation and strategic leadership of all corporate services functions including Finance, Facilities, ICT, Strategic Intelligence, Projects and Strategic Programme Management.
* **Administration** – Co-ordinate and provide administrative support to various directorate meetings and in particular the Finance, Audit and Risk Committee and Data and Systems Steering Group.
* **Data / Document Control** – Act as document controller for key areas (procurement, risk register, project registry, PMO) and provide support across the directorate to ensure data integrity in key systems.
* **Project Management** - timeline, governance, and action plans support.
* **Diary and Email Management** - Review incoming correspondence for the Director of Corporate Services and act as appropriate, drafting emails and documents, collecting, and analysing information, and initiating communication with key stakeholders.
* **Procurement** - Raising POs and processing expenses via Xledger on behalf of the Director of Corporate Services and support Corporate Services teams with purchase order management.

The Role



Person specification

**Technical skills and minimum knowledge:**

* Experience planning and supporting projects, events, and meetings with multiple stakeholders
* Advanced Microsoft Office skills including Excel, Word, Powerpoint, Planner
* Strong written and oral communication skills and ability to adapt communication style to a range of audiences
* Experience providing support for senior colleagues and developing strong working relationships with colleagues, demonstrating confidence in dealing with a diverse range of internal and external customers.

**Behaviours and competencies:**

* Demonstrates a good understanding or capability to learn the principles underlying GDPR, other applicable legislation and best practice.
* 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 thoughtfulness
* Demonstrates a commitment to the values of the Trussell Trust
* Demonstrates empathy for people from disadvantaged, marginalised or socially- excluded backgrounds
* Role models inclusive behaviours and values

**Key Stakeholders**

* Corporate Services Directorate (including external consultants and organisations)
* Head of Projects & Strategic Programme Management
* Company Secretary and FAR Board
* Data & Systems Board
* Members of the EA/PA group

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How to apply

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 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 to ensuring the safety and protection of our employees from all forms of harm.

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

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