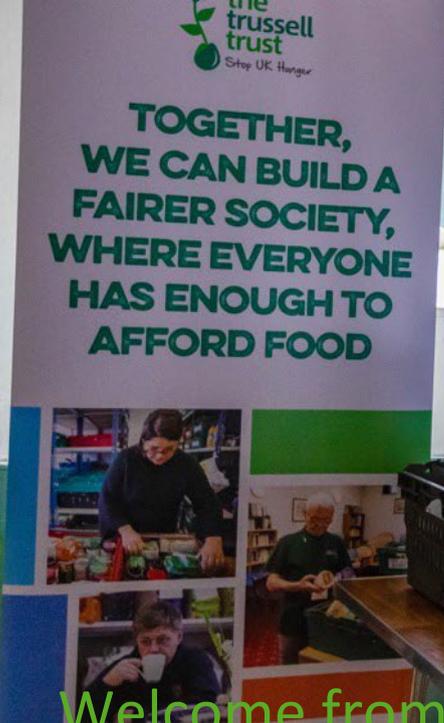


Personal Assistant to the Director of People & Inclusion

APPLICANT INFORMATION PACK



www.trusselltrust.org



Welcome from Emma Revie, Chief Executive

Thank you for your interest in joining the Trussell Trust.

Last year, food banks in our network provided more than 2.1m parcels to people across the UK. This represents an increase of 14% compared to the same period in 2019/20. Over 830,000 of these went to children.

As the cost of living continues to soar, people who can least afford it, are feeling the impact the most. The work of our food bank network is inspiring, but it shouldn't be needed.

Our vision is for a future without the need for food banks. It's an ambitious goal, but we believe it's achievable. To get there, we need to work with governments at every level to ensure that our benefits system provides a genuine safety net for people and that everyone is paid a fair wage. Everyone should be able to thrive, not merely survive, because they don't have enough income to cover the essentials we all need.

Working for the Trussell Trust means you'll be making a real difference to the lives of people across the UK. To continue our vital work, and realise our vision, we rely on a team of dedicated people who share our goal. We hope you'll be part of that team!

Best wishes

Emma Revie
Chief Executive





We support more than 1,300 local food banks across the UK, providing practical, community-led support for people facing hardship.

But emergency food isn't a long-term solution to hunger. People need food banks when they don't have enough money for essentials. It's not right that anyone needs a food bank to get by. That's why we campaign for change to end the need for food banks in the UK and work with communities across the UK to change the things that push people to need a food bank.

We bring together data and evidence from food banks and the people who need them across the UK, gathering powerful information on our society. Our research projects give the most in-depth picture of who needs a food bank and why, helping us co-create and advocate for solutions that will ensure all of us have enough money to cover our basic needs.

We believe that, in coming together, we will build a future where none of us need a food bank, because none of us will allow it. That's why we launched our five year [strategic plan](#). We know our goal to end the need for food banks is ambitious, but by working Together for Change, we believe it is achievable.

Our values are the fundamental driving principles that underpin our work. Developed in consultation with food banks, our values encapsulate the spirit of what it means to be part of the Trussell Trust and our network.

Our values are:

Compassion: We stand in solidarity with people that need the help of food banks. We put the wellbeing of people served by food banks above everything else. We always uphold and protect their dignity.

Justice: We are motivated by a desire to see a more just society. It's not right that anyone is facing hunger and poverty. Everyone should have enough income to afford the essentials.

Community: We believe we share the responsibility to support one another in our communities. To create change, we must work together for a fairer society.

Dignity: We recognise the innate value of each individual person and seek to prioritise the other person's needs and concerns in the spirit of mutuality and friendship. Regardless of background.



Our team members are based in all four nations of the UK, supporting both our national work and food banks on a local level.

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

- Corporate Service
- Network Operations
- Network Programmes and Innovation
- People and Inclusion
- Policy, Research and Impact
- Public Engagement

Whatever your skills or experience and wherever you are based in the UK, there could be a role for you at the Trussell Trust helping our work towards a future without the need for food banks.

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

All of our roles undergo a Job Evaluation and Benchmarking programme which has resulted in the implementation of a robust methodology for evaluating and setting salaries.

As a result we now have established levels and spot rate salaries based upon the market rate for all our roles that are non-negotiable. Our pay principles are important to us, they are grounded in a transparent and competitive approach to pay.

The benefits package we offer supports our staff professionally and personally.

Benefits include matched pension contributions up to 8%, company sick pay package including income protection insurance, enhanced Family leave including maternity and paternity, flexible working, payroll giving, enhanced contractual leave including the option to buy and sell holiday once a year.

The Role



Directorate: People & Inclusion

Responsible to: Director of People & Inclusion

Hours: Full Time (37.5 hours per week)

Based: Home based within the UK, with some travel for meetings, 121's, staff conferences and team away days

Role outline and purpose

Provides administrative, project and event planning support to the Director of People & Inclusion. This will involve working closely with the Director to deliver an organisation-wide approach to promoting an inclusive culture and ensuring that we maintain and incorporate the best People, Diversity & Inclusion practices across our network as we work towards ending the need for food banks in the UK.

Responsibilities

- Diary and Email Management- Review incoming correspondence for the Director of People & Inclusion and take action as appropriate, drafting emails and documents, collecting and analysing information, initiating communication with key stakeholders and supporting the Director's work as part of the Senior Leadership Team. Assist in the management and organisation of the Director's diary, resolve scheduling conflicts, and liaise as appropriate.
- Administrative support - Provide required paperwork and monitoring of Director's to do list, assisting with prompts to ensure that meetings are kept on track with actions followed up.
- Event and Meeting Logistics – Organise and where needed attend regular meetings and events on behalf of the Director of People & Inclusion. Liaise with external partners and key stakeholders, taking minutes and notes at meetings.
- Project Planning - Provide administrative and logistical support to develop and deliver a range of People & Inclusion projects across the Trussell Trust, its networks and partners as instructed by the Director of People & Inclusion.
- Working with stakeholders across the network - Work closely with people across the network to maintain central information and communicate key activity to maximise engagement and collaboration.
- Expenses- Raising Purchase Orders and processing expenses via Xledger on behalf of the Director of People & Inclusion and is a champion for the Directorate.

Person specification

Technical skills and minimum knowledge:

- Experience providing administrative/organisational support to a Director and senior colleagues.
- Experience in planning and supporting projects, events and meetings with multiple stakeholders.
- Proven ability to operate with diplomacy, tact and empathy at all levels.
- Strong written and oral communication skills and ability to adapt communication style to a range of audiences.
- IT literate including good knowledge of MS Office applications, including Word, Excel, Outlook and Powerpoint.

Behaviours and competencies:

- Demonstrates a commitment to the values of the Trussell Trust.
- Demonstrates a good understanding or capability to learn the principles underlying GDPR, other applicable legislation and best practice.
- Comfortable working autonomously and across multiple tasks with a high degree of self-management and personal organisation.
- Demonstrates empathy for people from disadvantaged, marginalised or socially-excluded backgrounds.
- Spots opportunities and barriers to projects and takes the 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

- People & Inclusion Directorate (including external consultants and organisation).
- Food bank networks across the UK.
- Members of the EA/PA group.



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 LGBTQIA+, from racially minoritised communities such as 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.

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

