

Project Administrator - Job Description and Personal Spec

Job Title	Project Administrator
Location	Working from home
Responsible to	Operations Manager
Hours of Work	10 hours a week, flexible working
Salary	£7,020 per annum (FTE £24,570, assuming 35 hour week)

About Embracing Age

Embracing Age is a Christian charity founded in 2014 that is working towards a world where older people are valued, connected and full of hope. Our main areas of focus are:

A. Befriending care home residents

- We have area wide projects in the London Borough of Richmond, the Isle of Wight and Hampshire. Our plan is to establish one new area wide project each year.
- We also encourage churches to adopt their local care home. Our aim is to encourage at least 20 churches each year to do this.

B. Supporting informal carers

- We run weekly zoom gatherings for informal carers to chat and pray together - currently twice a week and our aim is to introduce additional time slots to support even more carers

C. Equipping churches in their ministry amongst older people, through webinars and workshops on topics such as

- Developing a strategy for ministry amongst older people
- Coming alongside people living with dementia
- Supporting informal carers
- Being a blessing to care home residents
- Supportive conversations

Main purpose of job

The Project Administrator will support the area co-ordinators in Richmond and on the Isle of Wight, and be involved in the admin of recruiting and supporting volunteers who befriend care home residents.

You will process application forms and send off references, create ID badges and ensure volunteers log their volunteering time.

You will be an organised and efficient person who pays attention to detail. You'll be self motivated and comfortable working alone, but also able to work as part of a team. You'll work from home, with meetings over zoom.

You'll be joining a friendly, hardworking and inspirational team where integrity, trust, and collaboration are highly valued.

Main Duties and Responsibilities

1. Provide admin help to the area co-ordinators in Richmond and on the Isle of Wight in the recruitment, vetting and support of volunteers.
2. Keep the CRM system up to date with information about the recruitment of volunteers
3. Supporting area co-ordinator with admin tasks such as emailing volunteers with news updates, etc.
4. Ensuring volunteers log their volunteering time
5. Helping to organise Volunteer meet-ups and events
6. Ensuring monthly reporting is kept up to date
7. Commit to pray regularly for the work of Embracing Age
8. Comply with all Embracing Age policies and procedures at all times

The responsibilities outlined above do not represent a full list of tasks that the post holder will be expected to perform. Also it is recognised that the duties of all posts are subject to change from time to time. Alterations to duties and responsibilities and performance of similar tasks within the scope of and at the same level will be expected.

There is an occupational requirement under the Equality Act 2010 that the post holder is a professing and practising Christian. The post holder will be expected to carry out their duties within the ethos of Embracing Age.

The appointment will initially be for a term of one year; renewable by discussion subject to funding. Three months probationary period.

Who you are

You will demonstrate the following essential criteria for this role:

Competency

- Excellent organisational skills
- Consistent attention to detail
- Excellent verbal and written communication and interpersonal skills
- Ability to work independently and remotely, as well as part of a team.
- IT skills to an intermediate level, including G suite applications and an ability to quickly learn and adapt to new systems, and applications.
- Experience of working with CRM systems, or ability to learn quickly

Character

- Ability to work effectively under pressure, and manage time efficiently
- Responsible and mature outlook
- A positive and professional approach, both internally and externally

Calling

- A compassion for older people and an understanding of the heart of God towards them.
- A heart to pray for this ministry

Enhanced disclosure information may be requested from the DBS in the event of a successful application.

The Benefits of Working for Embracing Age

- We are a small, friendly team who support each other, and get a huge amount of satisfaction from our work. You'll have a full induction and training for the role, as well as ongoing fortnightly supervision meetings with your line manager and other training opportunities as they arise. We hold fortnightly staff meetings over zoom on a Wednesday morning where we share news and pray together.
- We all work flexible hours and value the importance of a good work / life balance.
- Annual leave is 28 days plus bank holidays, pro rata to the hours you are contracted to work.
- After your 3 month probationary period you will be enrolled into our pension scheme which is operated by The People's Pension. Embracing Age contribute 3%. You have the option to opt out if you want to.

How to Apply:

Please complete our online application form by clicking on the link below:

[Application Form](#)

Closing Date 4th November 2023

If you would like to have an informal chat about the role please email tina@embracingage.org.uk to organise a convenient time.