

Programmes Assistant  
**Job Description**



## 1. Overview

Job Title:	Programmes Assistant
Reporting to:	Chief Executive
Hours:	25 hours per week
Location:	Unit 1 Crouch's Farm, East Hoathly, East Sussex, BN8 6QX with occasional travel throughout Sussex and Kent.

## 2. Job Summary

The post holder is required to assist the Chief Executive in the running of the Children's Respite Trust (the Trust).

Specifically, the role requires the post-holder to provide general administration, assist with financial administration and assist with the Trust's public relations and fundraising activities.

## 3. Specific Areas of Responsibilities

Areas of Responsibility	Key Tasks
General Administration	To ensure that donors are acknowledged and their records maintained.
Financial Administration	To assist with the maintenance of the Trust's financial ledger. To maintain Gift Aid records. To operate the Trust's invoicing system. To maintain and reconcile the Trust's petty cash log.
Public Relations	To upload news stories and other content to the Trust's website and social media platforms. To assist in the production and distribution of press releases. To attend promotional events and activities from time to time.

Fundraising	<p>To assist in the preparation and delivery of fundraising events.</p> <p>To assist in the production of fundraising materials.</p> <p>To attend fundraising activities from time to time.</p>
Health & Safety;	<p>Ensure that Children’s Respite Trust guidelines are adhered to at all times in relation to all volunteering and to own work.</p> <p>Attend Risk Management meetings, as required.</p>
Organisational Culture	<p>Uphold Organisational Culture team values. Promote the work of the Children’s Respite Trust positively and represent the Trust with high standards of professionalism at all times.</p>
Training & Personal Development	<p>Actively participate in appraisal system and attend training programmes to assist in personal development.</p>

While this is an accurate description of the job at present, because the job may be expected to develop over time, the jobholder may be expected to assume different duties. These will be agreed with the job holder in advance and will be within the scope of the job salary and the job holder’s capabilities.

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Qualifications	Essential	Desirable	Assessment Method*
Degree level education		✓	A, C
Driving License		✓	A

Experience	Essential	Desirable	Assessment Method*
Experience of operating in a small team		✓	A, I
Experience of working in an office environment	✓		A, I
Experience of working in a sales or charity fundraising environment (may include voluntary experience)		✓	A, I

Knowledge, Skills and Abilities	Essential	Desirable	Assessment Method*
Excellent verbal and written communication skills	✓		A, I, E
Excellent interpersonal skills and emotional intelligence	✓		I
Demonstrable Knowledge of and advanced skills in Microsoft Office applications	✓		A, I, E
Ability to use a variety of social media platforms including Facebook, Twitter and Linked In	✓		A, I
Understanding and experience of databases and email marketing		✓	A, I
Understanding and experience of updating websites and preferably Wordpress		✓	A, I
Ability to take initiative and work without regular prompting		✓	A, I
Ability to work to tight deadlines		✓	A, I
Ability to handle confidential and sensitive information appropriately		✓	A, I

Personal	Essential	Desirable	Assessment Method*
Commitment to the aims of the Children's Respite Trust	✓		I
Commitment to the cultural values of the Children's Respite Trust	✓		
Prepared to undertake a DBS check and attend training including safeguarding	✓		

\*Assessment Method: A = application, I = Interview, C = Certification and E = Exercise