



Job Description & Information Pack

16hr Administrative Assistant

The Organisation

Reach Mentoring's vision is that every young person unleashes their full potential to be the best version of themselves that they can be. Our mission is to create positive, informing, and empowering mentoring relationships with children and young people while working in partnership with local schools, churches, and relevant agencies.

Reach Mentoring is founded on a Christian model of values. We are compelled by love for Christ and we believe that Reach Mentoring is more effective because we pray.

The Role

As Reach Mentoring continues to develop, it is essential that we have strong systems and administrative support in place to cope with this demand. Enabling us to work as efficiently and effectively as possible.

As administrative assistant you will provide direct support to the Senior Leadership Team. We are seeking a highly organised and detail-oriented administrative assistant to provide crucial support to our team. In this role you will be responsible for a wide range of administrative tasks, helping ensuring the smooth and efficient operation of our office. Your contributions will be essential to our ability to deliver high quality mentoring services to young people within our local schools.

You will often be the first point of contact for people to engage with Reach Mentoring and therefore must demonstrate a strong commitment to our values and Christian ethos, this will be lived out in the highest levels of personal conduct and example. This may take the form of addressing local Churches and engaging in prayer.

You should be organised, pro-active and experienced at working on your own initiative. This role entails a high level of diligent attention to detail, along with this your unique gift set will be welcomed and encouraged within our team.

Job Title: Administrative Assistant

Based at: Reach Mentoring Offices, Lurgan

Reporting to: Operations Lead and Senior Leadership Team

Salary: £23,699 (to be pro-rata, based on a 36-hour working week)

Contract: Permanent (including 6 month probationary period)

Hours of employment: 16 hours per week (Must include Friday 09.00-13.00)

Holiday: 35 days (pro-rata for part time hours and includes statutory days)

Duties and Responsibilities:

Administration Support

- General administrative duties such as sorting mail, scanning or photocopying documents, sending out post, bank lodgements, purchasing office supplies etc.
- Process reports, letters, minutes and agendas for meetings as required.
- Maintain an effective filing system including security of confidential files.
- Manage correspondence, logistics (holidays, reimbursements, receipts, donations, Gift Aid, processing invoices etc.) and confidential administrative support to the Senior Leadership Team.
- Manage the Reach Mentoring "info" email inbox, responding/re-directing emails as required.
- Manage the Reach Mentoring calendar.
- Assist with the organisation of events such as termly prayer gatherings, liaising with local church leadership.
- Research and gather reports that will provide essential information for the Senior Leadership Team for the development of the vision of Reach Mentoring.
- Any other administrative duties as and when required by the Senior Leadership Team.

Communications

- Maintain a database of all Reach Mentoring's stakeholders.
- Maintain effective communication with donors (handling queries, thank yous, disseminate prayer points to partners etc).
- Help to write and coordinate the production and distribution of our supporter newsletter which will reflect the Christian ethos and aims of Reach Mentoring, when mobilising fundraising and prayer support.
- Support the strategy for supporter communications and engagement.
- Take an active involvement in advocating the work of Reach Mentoring in Churches and other contexts.
- Be involved in maintaining Reach Mentoring's social media presence.
- Regular updating of the Reach Mentoring website.

Policies and Procedures

- Maintain effective and compliant GDPR policies and procedures and manage their ongoing implementation across the organisation.
- Support the operations lead with HR procedures, including coordinating recruitment procedures of staff and volunteers.

Team Life

- Contribute to the spiritual life of the team including staff devotions, prayers times, lead and engage in Bible study and theological reflection.
- Reflect the ethos and values of Reach Mentoring in attitude and action.
- Demonstrate a Christ-like attitude through a willingness to serve to one another.
- Be invested in the life of others on the team; providing support both prayerfully and practically.

- Attend and participate in regular team meetings and subscribe to the Biblical model of maintaining good relationships and resolving disagreements when they arise.

Reach Mentoring Charter

Vision:

Unleashing young people to live in their full potential to be the best version of themselves that they can be.

Mission:

To create positive, informing, and empowering mentoring relationships with children and young people while working in partnership with local schools, churches, and relevant agencies.

Ethos:

Reach Mentoring is founded on a Christian model of values, we are compelled by love for Christ and we believe that Reach Mentoring is more effective because we pray. We seek to embody these values through the work of the organisation.

Core Values and Beliefs:

These provide the framework and anchor points that help us to define our activity. They are the outworking of our Christian model of values.

Champion:

We champion and advocate young people, uniquely investing in them to nurture, challenge and empower.

Journey:

We journey with children and young people and provide a safe space for them to speak and be listened to.

Value:

We provide ways to highlight the value of each young person and from this viewpoint endeavour to treat everyone with respect.

Practice Excellence:

We utilise the diverse skill set of our staff team, board of directors and volunteers to develop best practice.

Mobilise Many:

Mobilising the many to champion the one through mentors, financial givers and prayer partners.

Partner:

We exist to partner with our local schools to help support the emotional wellbeing of their pupils. We partner with local churches to be a vehicle through which they can practically support their local schools.

Statement of Faith

We believe...

- The one true God who lives eternally in three persons – the Father, the Son and the Holy Spirit.
- The love, grace and sovereignty of God in creating, sustaining, ruling, redeeming and judging the world.
- The divine inspiration and supreme authority of the Old and New Testament Scriptures, which are the written Word of God – fully trustworthy for faith and conduct.
- The dignity of all people, made male and female in God's image to love, be holy and care for creation, yet corrupted by sin, which incurs divine wrath and judgement.
- The atoning sacrifice of Christ on the cross: dying in our place, paying the price of sin and defeating evil, so reconciling us with God.
- The bodily resurrection of Christ, the first fruits of our resurrection; his ascension to the Father, and his reign and mediation as the only Saviour of the world.
- The justification of sinners solely by the grace of God through faith in Christ.
- The ministry of God the Holy Spirit, who leads us to repentance, unites us with Christ through new birth, empowers our discipleship and enables our witness.
- The church, the body of Christ both local and universal, the priesthood of all believers — given life by the Spirit and endowed with the Spirit's gifts to worship God and proclaim the gospel, promoting justice and love.
- The personal and visible return of Jesus Christ to fulfil the purposes of God, who will raise all people to judgement, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth.

Our Aims:

1. Encourage young people to explore healthy lifestyle choices.
2. Support the educational experience of young people.
3. Care pastorally for young people.
4. Enthuse young people to play a positive role in their community.

Our Objectives:

1. To provide mentoring relationships to children and young people aged primary six to school leaver who are identified as needing additional pastoral support.
2. To provide personal development classes within schools focused on healthy lifestyle choices and holistic self-care.
3. To partner with schools, engaging with and supporting their pastoral care system. Committing to ongoing conversation and providing relevant feedback to the schools' pastoral care teams about Reach Mentoring.
4. To train, equip and support individuals who will volunteer to mentor young people through Reach Mentoring.
5. To equip the church to engage with and both prayerfully and practically support their local schools and young people.
6. To engage with media in relation to our work and the promotion of our vision.
7. To engage with political representatives, government departments, and statutory bodies in the development and implementation of holistic policy regarding the emotional wellbeing of children and young people.
8. To network and partner with individuals, agencies and churches, in the pursuit of our vision.
9. Care pastorally for young people.

Person Specification

Reach Mentoring are seeking an enthusiastic and well organised individual who will be central in setting the culture and implementing the ethos of the organisation. Your role will be pivotal in communication within the team and with all relevant stakeholders. We are seeking someone who is passionate about using their skill set to unleash young people into their full potential.

Qualifications:

Essential

- 5 x GCSE (or equivalent) at Grade C or above (including Maths and English).

Desirable

- A recognised qualification in PA/Administrative skills
- Proficiency in Google systems.

Experience:

Essential

- Minimum of one year's experience working in an office environment with responsibility for administration or a similar role.

Desirable

- Experience of producing newsletters or other forms of promotional material.
- Experience of coordinating events.
- Experience of maintaining donor relationships.

Abilities and Skills:

Essential

- Able to create a welcoming environment for visitors and others who engage with Reach Mentoring.
- Flexibility and adaptability to recognise, respond and prioritise the most pressing needs.
- Excellent oral and written communication skills.
- Ability to work on your own initiative.
- Ability to work in a team environment.
- Strong attention to detail and accuracy.
- Strong problem solving skills and proactive approach.
- Proficient I.T. skills with a high level of competence using Google software.

- Excellent organisational and time management skills.

Desirable

- Online/social media skills.

Personal Qualities:

Essential

- Clearly demonstrate wholehearted commitment to the Reach Mentoring Charter, including Statement of Faith, in their personal life and conduct.

You should clearly show on your application form how you satisfy each of the essential criteria listed above and where appropriate the desirable criteria. Reach Mentoring reserve the right to amend the criteria in order to facilitate shortlisting.