

Community Project Support

Reports to: Director of Operations (Hopestead)

The part I play at Hopestead is to support the Hopestead team to deliver effective and impactful support projects. I'll use my strong organisational and administrative skills to provide support to the Community Project Lead, who runs the Hope at Home project, which ensures the people we support have access to the items they need to be able to thrive in their new Flagship home.

I will be maintaining records, raising purchase orders, placing orders and communicating with suppliers. I will also support the Fundraising Manager to run Fundraising campaigns and events, post & respond to people on Hopestead's social media channels, support the Programme and Policy Manager with research and campaigning and the Director of Operations with board organisation and minute taking.

I will be organised, methodical and solutions focused. I will use my multi- tasking skills to get the job done.

I'll be a team player first and foremost, helping where I'm needed across the other projects we run and making sure that I act as a positive ambassador for the work we do and the people we do it for, articulating our purpose and impact clearly.

My skills and experience include:

Excellent communication skills both written and verbal.

Excellent administrative & digital skills.

Experience of working within a team to deliver results

Excellent attention to detail- capturing and recording information accurately so we can report on our impact

I can work with empathy, delivering information in a way that people can understand

Educated to GCSE standard or equivalent

The skills I will develop include:

Working on projects that support people who are vulnerable.

Charity fundraising skills

