



JOB VACANCY
**GB Programme,
Ops &
Media
Administrator**



Girls' Brigade Ministries is a Ltd Co (No. 06695192) and Registered Charity (No. 1131935)
Employment is handled through The Girls' Brigade England and Wales Ltd Co (No 206877) Registered Charity (No. 206655)

Job description

Job Title: GB Programme, Ops and Media Administrator

Responsible to: Volunteers Coordinator

Accountable to: Trustee Board

This post is offered part time (21 hours per week over three days), for 2 years.

Salary: £15,000 pro rata

Job Summary

The post holder will be responsible for the delivery of effective operational and programme related administration and practical support in pursuit of the aims and activities of GB Ministries.

Key aspects of this role will be:-

- Media support and content generation
- Event and meetings preparation
- Programme advice
- Direct support to Director

Operational responsibilities

- Media Support and content generation , in liaison with Media Coordinator
 - Writing, preparing and uploading social media posts
 - Drafting new articles for the website and uploading using content management tools and/or wordpress
 - Gathering of analytics from social media sites and other media tools
 - Others support as needed
- Responsibility for event preparation, in liaison with Coordinator team
 - Esther Collective
 - Conferences
 - Board and Committee meetings
 - Booking venues and communicating meeting dates
- Provision of Programme support to GB leaders
 - Oversight of annual competitions
 - Coordination of Feedback activities eg Social Action, GB Spotlight
 - Training administration including recording of training events and issuing of certificates
 - Phone and email advice
 - Duke of Edinburgh Award, Residential Events and Queens Award admin/advice (as needed)
- Direct support of the Director including Board and Committee support
 - Agenda preparation, travel and meeting arrangements
 - Diary and and meetings preparation
 - Information gathering and adhoc tasks

Person Specification

Factors	Description
Knowledge, Training and Experience	<p>Experience and/or knowledge of GB activities and Awards</p> <p>Proven experience and knowledge of facebook, instagram, website and/or wordpress</p> <p>Proven experience of gathering analytics from at least one of facebook, twitter, wordpress, mail chimp or Google analytics</p> <p>Proven Event management experience</p> <p>Health and safety training (or willingness to be trained)</p> <p>Up to date Food hygiene certificate (or willingness to undertake training)</p> <p>Knowledge and experience of Volunteer leadership and/or the needs of volunteers</p> <p>Experience of Office practice, processes and procedures</p> <p>Actively supportive of and aligned with the mission and values of Girls' Brigade</p>
Communication Skills	<p>Good written skills, able to draft letters and write articles for websites and social media and spot a good story</p> <p>Ability to build trusted relationships with team members and volunteer leaders</p> <p>Social media and web communication skills</p>
Planning Skills	<p>Evidence of proven skills in working to deadlines, and enabling others to achieve deadlines</p> <p>Proven Organisational skill</p> <p>Ability to Prioritise</p>
Autonomy	<p>Ability to make decisions autonomously, when required</p> <p>Accountability and teach-ability</p>
Physical Skills	<p>Able to drive and work weekends and evenings if required</p> <p>Working Knowledge of, and ability to use, the Microsoft Office suite of applications</p> <p>Web and Social media skills</p>

SAFER RECRUITMENT

Equality & Diversity

The post holder must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the organisation.

Health & Safety

The charity recognises its duties under the Health and Safety at Work Act 1974 to ensure, as far as it is reasonably practical, the Health, Safety and Welfare at Work of all its employees and, in addition, the business of the organisation shall be conducted so as to ensure that all individuals having access to organisational premises and facilities are not exposed to risk to their health and safety.

All staff under contract will be expected to comply with all appropriate Health and Safety policies and ensure all statutory and mandatory training is up to date.

Risk Management

The post holder will follow risk management policies and procedures at all times. The post holder is personally responsible for risk management issues in respect of themselves and colleagues. If a potential hazard is identified the post holder should report it to the manager / supervisor at once using the organisational incident reporting process. If in doubt speak seek guidance.

All staff have a responsibility to report all accidents or incidents promptly and when requested, to cooperate with any investigation undertaken. All staff must use the safety equipment provided, and report any defects to their manager. The post holder must attend risk management training as directed.

If the post holder is a manager or have line management responsibilities for staff, a department or area of work, they are responsible for the risk management issues in that area. In conjunction with risk management the post holder will ensure that there is an annual risk management audit in your area, risks are identified on the local risk register and that where necessary, an action plan eradicating risks is drawn up and implemented.

Protection of Children and Vulnerable Adults

All staff have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the charities procedure for raising concerns about the welfare of anyone with whom they have contact.

The charity believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all, by a commitment to practice which protects them.

Governance

The post holder will be expected to participate in governance activities to assist the charity to provide high quality services.

Policies and Procedures

Staff are expected to follow policies, procedures and guidance. The charity operates a policy which promotes a smoke free environment.

Appraisal and Personal Development

The charity is committed to lifelong learning for all staff and has put in place an appraisal and development infrastructure.

All staff have a responsibility to participate in an annual appraisal with their line manager and to identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning development needs in order to meet the agreed performance standards.

Information Governance

It is a contractual requirement for the post holder to ensure that as a minimum they acquire the necessary skills to implement good practice in all matters relating to information governance and in particular data which can be attributed to an individual.

The post holder must adhere to information governance policies and procedures including the Data Protection Act and General Data Protection Regulations from May 2018..

Records Management

The post holder has a responsibility to adhere to the standards defined within policies in the creation, use, closure, retention, and disposal of records.

Data Quality

The organisation is committed to producing relevant and reliable data and information to support decision making. The post holder is responsible for ensuring any data and information recorded by the individual complies with the Data Quality Policy.

Partnership Working

The charity is committed to partnership working and staff involvement, underpinned by the values of openness, trust, development, diversity at work, commitment to modernisation and delivering the highest standards of performance.

Equal Opportunities

The charity is committed to respect for others, equality of opportunity and diversity in the workplace. All staff must know what is expected of them and are responsible for ensuring that this is delivered in practice in their day to day working lives. The charity will not tolerate any forms of bullying or harassment in the workplace.