

Application pack for the post of

Administrative Assistant

June 2022

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Introduction

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Thank you for your interest in the post of Administrative Assistant. This is an exciting opportunity to be part of the rapidly growing Home for Good team and enable us to increase our reach and impact as we seek to find a home for every child who needs one.

This pack outlines the role and provides a little information about Home for Good. It includes:

- An introduction to Home for Good
- The job description
- The person specification
- Essential employment information
- An outline of the application procedure
- An overview of our values

If you have any questions or would like an informal chat about the role, please do contact me.

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An introduction to Home for Good

Every 15 minutes in the UK, a child will come into care. Many will have suffered neglect or abuse, all will experience trauma and loss. Each one deserves a home where they will be loved, nurtured and enabled to thrive, whether that's through short-term or long-term foster care, with a new adoptive family, or through supported lodgings. **But more families are urgently needed to ensure all children and young people can grow up in the family and setting that is right for them.**

Too many children are waiting far too long for the stability, care and love they need. Right across the UK, there is a desperate shortage of foster carers with the right skills and in the right locations. There is a significant need for adoptive families who are able to meet the needs of children who are waiting. Teenagers in care are increasingly being placed in unsuitable accommodation due to a shortage of options, instead of being offered the chance to thrive within a home setting.

There are groups of children who are waiting much longer than others. Black children are overrepresented in the care system, but are less likely to find an adoptive family, even when this is deemed the right plan for them. Children with disabilities or medical needs often wait longer for the right carers because there are not enough homes where they can stay together.

Home for Good has a bold vision to find a home for every child who needs one in the UK through fostering, adoption and supported lodgings for teenagers. We believe the Church has a crucial role to play.

There are over 50,000 churches in the UK. In every village, town and city in the country these churches – big, small and in between – are filled with people who want to follow the example of Jesus and walk alongside the marginalised. When we read the Bible, it's impossible to ignore the fact that this is an issue close to God's own heart. Psalm 68 tells us that God sets the lonely in families.

We inspire and equip individuals, families and churches across the country to play their part to ensure that every child experiences the stability, care and sense of belonging they deserve. Through our resources, content and training packages, we practically equip individuals and families as they explore fostering, adoption or supported lodgings for teenagers. We mobilise churches and communities to welcome, understand and support families who love and raise care-experienced children.

Home for Good is not a fostering or adoption agency but works closely with local and district authorities, adoption and fostering agencies, and supported lodgings organisations to find resilient and caring homes. We particularly focus on finding homes for the children and young people who wait the longest.

Home for Good is a national charity with a local mission – we have team members and volunteers across England, Wales, Northern Ireland and Scotland, working on the ground to inspire the local Church, build partnerships and ultimately find homes for the thousands of children who are waiting.

But we don't just work at the local level – we are committed to sparking systemic change too. We take the stories, experiences and wisdom of care-experienced children and those who care for them, and we build a bridge between those whose voices are too often ignored, and those who have the power to enact real change.

Home for Good is driven by a vision: that together we can find a home for every child who needs one. We are delighted that you are interested in joining us as we seek to make this vision a reality. Thank you.

Job description

Introduction

The Administrative Assistant has a cross-divisional remit providing administrative support to the executive team including the CEO, Executive Assistant (EA) and Directors. The postholder will play an instrumental role in the day-to-day operations of Home for Good. They will have previous experience in an office environment performing a broad range of administrative duties and strong track record in providing support within a changing environment. The role reports to the EA and will provide cover where needed.

Organisational culture

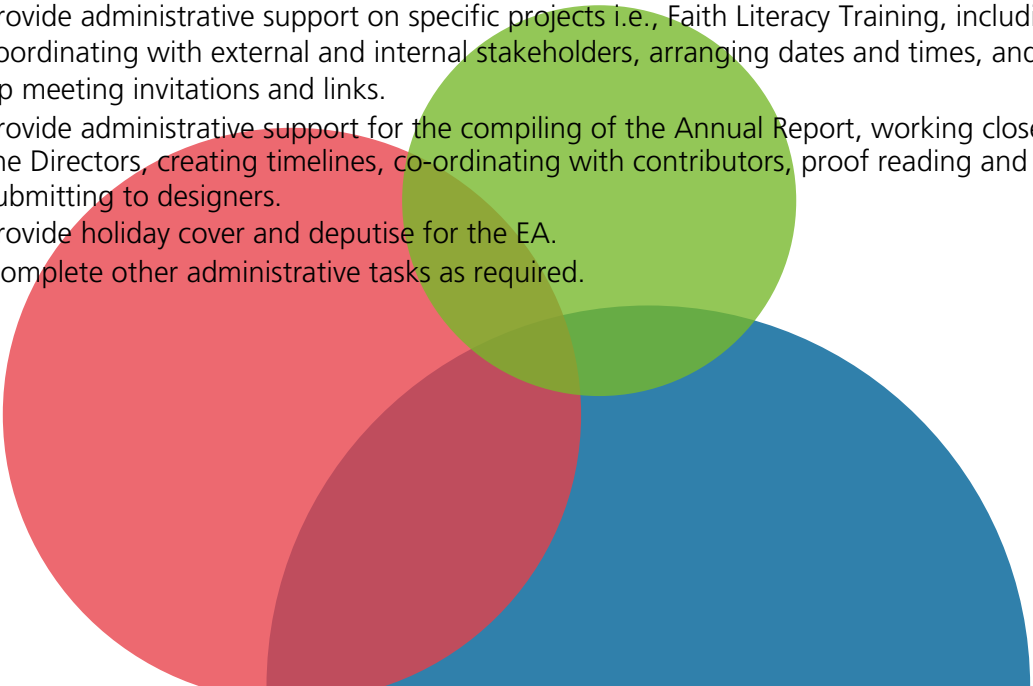
We are a collaborative team, each bringing different skills, stories and ideas, united in our shared vision and faith. We are a team who trust and value one another, remembering that we are more than the sum of our outputs; we are people made in the image of a creative God. As a remote organisation, we encourage connection with one another, scheduling regular team time on Zoom and team days in person. We encourage a healthy work/life cycle, all with a serious commitment to prayer, fun and encouragement.

Reporting lines

Reports to Executive Assistant to CEO

Main tasks

1) Administrative support to the Directorate

- Assist the EA in supporting the CEO and Directorate with administrative tasks including creating a general workflow, monitoring the yearly calendar, managing deadlines and acting as a liaison between the Directorate.
 - Assist Directors with their diary management; scheduling and rearranging meetings where requested, planning, and managing logistics of their team meetings both online and in person.
 - Facilitate the Director Only meetings including compiling agendas, taking minutes, and capturing actions.
 - Assist Directors with their email correspondence, highlighting key information and managing it whilst they are on leave.
 - Assist the EA in making travel arrangements for the Directors and CEO such as booking transport, accommodation and restaurants.
 - Ensure the Directorate are aware of each other's diaries including when TOIL and annual leave are booked.
 - Provide administrative support on specific projects i.e., Faith Literacy Training, including coordinating with external and internal stakeholders, arranging dates and times, and setting up meeting invitations and links.
 - Provide administrative support for the compiling of the Annual Report, working closely with the Directors, creating timelines, co-ordinating with contributors, proof reading and submitting to designers.
 - Provide holiday cover and deputise for the EA.
 - Complete other administrative tasks as required.
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2) Administrative support for external stakeholders

- Provide administration support for external contractors, assisting in setting up meetings and ensuring access to key information.
- Assist the Director of Influencing in facilitating the Ambassador programme: preparing inductions for new Ambassadors; issuing invitations for them to speak and influence; logging their activity and ensuring their contribution (i.e., through Staff Meetings etc).

3) Administration and co-ordination of Home for Good team activities

- Coordinate the logistics for weekly staff meetings and learning lunches, setting up meeting links, planning agendas, creating rotas of speakers, and sending out recordings and meeting notes.
- Support HR in coordinating logistics for Home for Good staff team days and residentials; liaising with venues, arranging hospitality and accommodation, and coordinating travel arrangements.
- Support Events Manager in facilitating major Home for Good events.

4) Office management and administration

- Manage the office at Angel Court, Bank (small section of an already fully serviced facility) in regard to post (including fundraising correspondence), rotas for hot-desking, use of the meeting room, printing and supply of letterhead and stationery etc.
- Responsibility for the organisation's filing, working alongside the Infrastructure Administrator in creating an efficient system for physical financial records, bank letters and external correspondence.
- Provide cover on the main phonenumber for the Infrastructure Administrator when they are on leave.

This post is subject to an Occupational Requirement that the postholder be a committed Christian under Part 1 of Schedule 9 to the Equality Act 2010.

Personal specification

Education/Qualifications	Essential/Desirable
1. Educated to degree level or with relevant experience.	Desirable
Experience	
2. Proven ability in administrative support to a senior team.	Essential
3. Proven experience as an Administrative Assistant, Personal Assistant or Office Admin Assistant.	Desirable
Skills/abilities	
4. Strong written and oral communication skills.	Essential
5. Good time management, with proven ability to multitask and work across different functions of an organisation.	Essential
6. Excellent attention to detail.	Essential
7. Competence in Microsoft Office applications and ability to learn other relevant applications and systems.	Essential
Personal qualities	
8. A clear commitment to the Christian faith and agreement with Home for Good's basis of faith.	Essential
9. Passionate about promoting fostering and adoption and able to identify with and be committed to the vision and ethos of Home for Good.	Essential
10. Ability to maintain high standards of ethics, integrity, and professionalism, including handling sensitive information with confidentiality	Essential
11. Capacity for self-reflection and a commitment to accountability, learning and personal growth	Essential
12. Able to occasionally work weekends and evenings.	Essential



Employment information

Job title:	Administrative Assistant
Purpose:	See job description
Location:	London, a mixture of home working and office based.
Contract length:	Permanent.
Start date:	As soon as possible.
Hours of work:	Full time – 35 hours a week. Some weekend and evening work will be required. Home for Good operates a time-off-in lieu system.
Holiday entitlement:	25 days annual leave per year plus bank holidays (pro-rata)
Salary:	£22,000pa plus London Weighting £3,500pa
Pension/Life Assurance:	After three months, automatic enrolment into a direct contribution pension. Home for Good has a Group Life Assurance policy for all employees.
Overtime:	Paid overtime is not applicable to this position.
Period of notice:	After probation, four weeks' notice by either party. Upon completion of four years' continuous employment, one week's notice for each completed year of continuous employment up to a maximum of 12 weeks' notice.

Application procedure

To apply, please submit a CV and covering letter via the [Job Opportunities section](#) of our website. The covering letter should illustrate how you meet the requirements of the role as specified in the job description and person specification. Please include three references, one of which should be from your current church leader and one from your current/most recent employer. Please also provide details of your current notice period if applicable and most recent salary.

The closing date for receipt of applications is **Midnight on Sunday 10 July 2022**. Short listing will take place soon after the closing date.

Interviews will take place during the week beginning **11 July 2022**. When a decision has been made, we will inform all candidates of the outcome.

Home for Good will treat your application as private and confidential. Unsuccessful candidates will be notified by email and their applications will be securely destroyed after one year.

Our Equal Opportunities Policy includes facility for justifying that all posts have an occupational requirement that they be occupied by people who can demonstrate a personal Christian faith. Candidates are therefore asked to confirm that they assent to a statement of faith, which is summarised through the Nicene Creed (see Ethos Statement).

We welcome applications from all suitably qualified persons and all appointments will be made on merit. We are seeking to ensure a diverse workforce and welcome applicants from ethnic minority groups who are currently under-represented at this level in the organisation.



Our values

Our two core values are the twin threads that run through every aspect of our work. All that we do is shaped by, built upon and fuelled through being **child-focused** and **faith-rooted**.

Child-focused

Children and young people will always be at the heart of Home for Good. We are passionate about finding a great home for every child who needs one, where they will be loved and nurtured and enabled to thrive. We affirm the infinite value and believe in the potential of every child. We will do all we can to advocate on their behalf, championing their needs and celebrating their successes, ensuring their voices are heard.

Faith-rooted

Our Christian faith inspires, motivates and encourages us to act and to believe that change is possible as we stand firmly on a strong theological foundation and commit to prayer for every aspect of our work. We will hold on to faith amidst setbacks and challenges and step out in faith to act. We are open about our faith and recognise the potential in the Church to make a difference, but we do not expect preferential treatment and are keen to work in partnership with those of other faiths and of no faith.

Our principles for working

We are innovative

We seek new and creative solutions. We see opportunities and possibilities. We are dynamic and responsive. We dream about what could be and then we intentionally plan, develop and create all that is needed to get there.

We are relational

Within our team, across our organisation and throughout our networks, we value relationship and believe in the synergy of collaboration. We dream together, we make decisions together and we work together. We celebrate diversity, respect differences and are generous with our ideas.

We are hopeful

We are optimistic and focus on what can be done to find solutions. We recognise that fostering, adoption and supported lodgings are not easy and we will be honest about challenges and frustrations, but we seek to be a catalyst for change and make a positive difference in every situation.

We pursue excellence

We are professional, invest in training and ensure a good level of understanding. We ensure that information we share is accurate and up-to-date, and we are careful and intentional in our messaging. We are eager to learn from those with experience and expertise, and we enable people to play to their strengths.

Home for Good has chosen the Nicene Creed as our statement of faith:

- We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen.
- We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, of one Being with the Father. Through him all things were made. For us and for our salvation he came down from heaven: by the power of the Holy Spirit he became incarnate from the Virgin Mary, and was made man. For our sake he was crucified under Pontius Pilate; he suffered death and was buried. On the third day he rose again in accordance with the Scriptures; he ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end.
- We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son he is worshipped and glorified. He has spoken through the Prophets. We believe in one holy catholic and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come.

We expect our Staff, Champions and Local Movements to ascribe to this statement of faith.

