

Job Pack

All you need to know about working at Spark2Life.



Introduction

We are delighted you are considering applying for a role at Spark2Life.

We are a small, dedicated team who work with young people, families, professionals, volunteers, and partners to deliver a wide range of programmes which align with our mission. We are looking for an enthusiastic person to join our team; someone committed to reduce violence affecting young people and who wants to work with likeminded people to make a difference. This information pack contains important information about the organisation, and the specific role you will be applying for. Please read it carefully.

To request this information in other formats, or if you have any queries, please contact Recruitment@spark2life.co.uk

About Spark2Life

Spark2Life is a community inspired charity. We have been running programmes since 2006 and we operate in London, Kent and Buckinghamshire.

Our mission: To prevent harm and promote life. We strive to reduce violence affecting young people, racial disproportionality and school exclusions. We exist to help young people thrive by equipping them with the tools to successfully navigate life and increase resilience.

How we work: We work in schools and the community providing a wrap-around type of support to young people who are impacted by violence and criminal exploitation. We support their families and we train professionals in the sector to strengthen the support young people receive. Our programmes include: Mentoring; Casework; Detached work; Advocacy; Counselling; Awareness.

Our Values:

Hope

Through working together we aim to present SMART goals so those we support can reach and achieve what they do not have but need to become their best selves.

Transformation

Offer new perspectives of thinking that influences a person's behaviour.

Love

To offer unconditional positive regard and to show the outworking of our love through acts of service especially for those deemed less deserving due to their offending history.

Justice

A wholistic person centred approach to justice. People may be dually convicted, but we need to make sure they are not un-fairly treated and sentenced.

Integrity

Our action must match our words and we must speak from a place of truth and honesty seasoned with love and compassion.

Forgiveness

Forgiveness can be hard to give and at times receive but carries so much power that when processed can lead to true freedom. If we want to receive forgiveness, we must learn to offer forgiveness.

Wellbeing

Looking after oneself is important and rest is a necessity. Self-awareness and finding a healthylife rhythm is key to physical, emotional, and mental well-being. We seek to foster an environment that is supportive, accountable, and honest with ourselves and one another. We can only give out of what we have.

Advocacy

We are committed to speaking up and standing up for those we represent and advocate for and with. We are passionate when it comes to fighting for racial and social justice to address issues of inequality and equity.



“Every role at Spark2Life is critical to our mission to keep young people safe from harm and violence, including this role. Spark2Life is an inclusive employer and keen to attract diverse talent”.

Dez Brown – CEO & Founder of Spark2Life

Personal and Operations Admin Assistant

Salary range:	£25,711 – £30,000
Annual leave:	25 days a year plus England Bank Holidays
Hours:	37.5 hours per week
Location:	Waltham Forest
Duration:	Permanent
Reports to:	Admin Senior Coordinator

About the role

The purpose of this role is to provide administrative support to the Finance Manager and PA support to the CEO. The role also provides cover to the IT support admin.



Job Description

Key Tasks and Responsibilities

PA Support

- Provide proactive executive support to the CEO including day-to-day diary management, forward planning, managing correspondence and organising travel.
- Supporting the CEO to manage time efficiently to support effective working with the Senior Leadership Team and wider organisation.
- To act as a point of contact for employees, partners and external stakeholders to engage with the CEO in an open and friendly manner, managing emails, correspondence and telephone calls on behalf of the CEO efficiently and politely.
- To compile documents and presentations on behalf of the CEO as required.
- To carry out general administrative duties as required.

Finance Support

- Ensure all gifts and donations are acknowledged in a timely fashion, using the database system facilities
- Perform the accounting for daily receipts via post and direct to bank. Process telephone and online card donations, Stewardship, other vouchers and CAF Charity Card donations.
- Manage daily banking procedures
- Undertake procedures for processing new or amended Bank Standing Order instructions and CAF Direct Debit Instructions.
- Perform daily account reconciliations for bank accounts and all other income related accounts. Manage all incoming enquiries from supporters or potential supporters.
- Process daily receipt of mail and its appropriate distribution within finance.

Job Description

Other Admin Support

- Administration of IT systems, logins and spreadsheets for the team, volunteers, staff and freelancers (keeping these up to date and amending systems as required).
- Provide cover for IT support as required in times of staff absence or peaks of workload.
- Prepare meeting agendas, materials, and minutes.
- Book room/venues for training/meetings.

General Responsibilities

- Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position.
- Contribute to overall management and organisation development of Spark2Life by attending meetings and training as required.
- Maintain and improve competencies through continuous professional development.
- Abide by all organisational policies, codes of conduct and practices.
- Actively support and promote inclusion, diversity and equality of opportunity in the workplace.
- Treat confidentially any personal, private or sensitive information about service delivery, individual organisations, clients and staff.
- This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

Person Specification

Skills & Abilities

- Excellent interpersonal and communication skills – both written and oral and ability to liaise with people at all levels
- Strong organisational skills
- Proficiency in Microsoft Office including Excel
- Eye for detail
- Commitment to confidentiality
- Ability to work flexibly and professionally
- Motivated and action oriented
- Ability to manage multiple demands while ensuring timely completion of tasks
- Can maintain professional boundaries and confidential working practices
- Adopt a solution-focused approach and make decisions under pressure.
- Factors and issues relating to gang involvement and offending
- Good knowledge and understanding of equalities issues and the Experience of working with stakeholders, professionals, and colleagues
- Experience of dealing with upset, irate and challenging individuals in a professional manner (Young people, parents, professionals and colleagues)
- Proven excellent organisational and administrative skills for example collating documents, scheduling meetings, organising tech appliances for meetings and note-keeping.
- Excellent time management skills – ability to plan, multitask and prioritise work to ensure that all activities are completed within deadlines.
- Excellent IT skills including Outlook, Word and Excel with the ability to quickly learn how to use new apps/ software including extracting vital data from databases.

Person Specification

Desirable Skills and Experience

- At least two years experience in a similar role
- Experience in financial record-keeping
- Experience in working with IT programs and software such as Microsoft Office, Excel, Word & Outlook.

Personal Qualities & Other requirements

- Commitment to anti-discriminatory practices and equal opportunities and an ability to apply awareness of diversity issues to all areas of work.
- Undertake training as required.
- Commitment to the core values and ethos of Spark2Life which is based on Christian principles

Being part of the team

At Spark2Life we want people to grow and succeed

Alongside our values, we expect everyone to display the behaviours needed to contribute to our vision and purpose. In return we seek to offer an inclusive, rewarding, and collaborative environment and several benefits.

Stay and grow

- 25 days annual leave, plus 8 bank holidays per year
- Annual performance review with development plans
- Manage your attendance, expenses and development via easy to use online Bright HR system and app
- Discounts for services and products via Bright HR system
- Free access to counselling
- Access to Employee Assistance Programme
- Team building sessions throughout the year

How to apply

To apply for this post, please:

- 1) download and complete an [application form](#)
- 2) attach your **cover letter**
- 3) attach your **CV**
- 4) send these via email to **Recruitment@spark2life.co.uk**

For any questions or to arrange an informal chat about this role, email the business development Director Despina Bardosi on despina@spark2life.co.uk

Equal opportunities matter

Spark2Life is committed to providing equal opportunities for everyone regardless of their background.

If you would like to discuss your application, or have any queries about our work, please contact Recruitment@spark2life.co.uk.

