**13/10/2017**

**Beyond the Streets: Office Administrator**

Dear Applicant,

Thank you for expressing an interest in the above post. Please find the following information enclosed in this Recruitment Pack:

1. Information for Applicants (p.2)
2. Job Description (p.3)
3. Person Specification (p.4)

Please complete the APPLICATION FORM giving as much information as you can that is relevant to the job you are applying for. It is important to us that you complete the **Equal Opportunities monitoring form**. This sheet will be detached from your application and kept separately until we need to contact you. The information given on it will not be used to make decisions about who is short-listed or recruited.

* Make sure that you demonstrate in the application form your ability to meet the requirements of the Job Description and Person Specification, by giving clear, concise examples of how you meet each criterion, **especially those set out in the Person Specification.**
* The terms **Essential and Desirable** in the Person Specification refer to the importance we will give to your answers when we read your application.
* You must have all the Essentials to be able to do the job on day one. You may need to acquire the Desirables in order to do the job, but they can be learned in the post.

We recognise our responsibility to remove any barriers in our recruitment process. If you have identified any barriers in the Job Description or Person Specification, please tell us of these in your application. We are committed to making any reasonable adjustment to the job where possible, and it would help us to know your needs in order to do this. Completed applications should be emailed to office@beyondthestreets.org.uk . We look forward to receiving your application.

**Closing date:**  7th November 9am **Interviews:** 14th November **Potential start date:** As soon as possible

Yours faithfully,

Josephine Knowles



Director of Services

Our Ref: BTS/OA 17

**1) Information for Applicants**

**Equal Opportunities**

Beyond the Streets sets a high standard for both its employment practices and its work. Many of our roles are restricted to Female applicants only, however people are recruited based on their merits, skills and abilities. We work towards ensuring that no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, disability, marital status, age, sexuality, political or religious beliefs or trade union activity.

**Ethos**

As a charity inspired by Christian values, we have a number of key elements that are seen within our work. These are core to our organisational culture and shape our working practices and service delivery. This means:

1. We seek to show genuine care and be inclusive and recognize the intrinsic value in all people.
2. We see everyone as equal in diversity and work to see everyone treated in this way.
3. We believe in transformation and will work to enable people to see positive change in their lives.
4. We take a long-term approach and see the importance of persevering and celebrating progress.
5. We see the value of working together, addressing conflict and partnering to see lives changed.
6. We are sensitive to the misuse of power and recognize the importance of working alongside those we seek to serve.

Whilst these are our organisation’s core beliefs, we will never look to impose them on anyone. Anyone looking to join the Beyond the Streets team, either as staff or in a voluntary capacity must respect this ethos and will be expected to work within this framework to assist the charity towards achieving our vision of ending sexual exploitation. Beyond the Streets has adopted the Faithworks Charter (see [here](http://acvo.org.uk/wp-content/uploads/2015/03/FAITHWORKS-CHARTER.pdf)).

At Beyond the Streets, we come in to contact with groups and individuals from various perspectives on prostitution/selling sex and value this diversity highly. Having said this, over the years our perspective has developed and has been informed by our service users. We recognise that the routes into prostitution and women's experiences of the sex industry vary but, overall, we view prostitution as a form of ‘violence against women and girls’ (VAWG) due to the harm we have found to be inherent. Central to this perspective is an understanding of the abuse of power and/or vulnerability faced by those who are sexually exploited.

**Short-listing**

If you have not been contacted within a week of the closing date for the job application, please assume your application has been unsuccessful on this occasion and we thank you for taking an interest in working with Beyond the Streets.

BEYOND THE STREETS: Office Administrator

Beyond the Streets is a small charity with a big impact on creating routes out for women in prostitution in the UK. Your role is to support the ongoing work of Beyond the Streets by providing administration to ensure the efficient operation of the charity’s mission. You will play a valued role in the organisation and are key in supporting the directors and employees through a variety of tasks related to organisation and communication. You will have motivation and experience; someone who can understand the big picture and work to make things happen. This is a part time job and a new and exciting post that will ensure our organisation is thriving.

**Office Administrator**   
Line Manager: Operations Manager  
Location: Office based in Southampton   
Hours: 21 – 28 hours (can be spread across the working week)

Leave: 25 days leave, plus Bank Holiday Leave pro rata

Salary: £17,000 to £18,200 based on experience pro rata

Pension: 5% contribution

Contract: Permanent

**Purpose of the Organisation:**

* Ending sexual exploitation through enabling routes out for women in prostitution
* Providing direct support for women affected by prostitution
* Enabling new projects, alongside 30+ affiliated projects in the UK
* Influencing policy, practice and public discourse in the UK

**Scope of Job:**

1. Facilitating a positive office culture
2. Maintaining office systems/ IT support
3. Training and events administration
4. Administrative/ coordination of our Affiliate network
5. HR admin support

**Duties and Key Responsibilities:**

1) Facilitating a positive office culture

* Offering administrative support to the team where needed
* Facilitating team meetings by ensuring agendas and minutes are shared
* Managing the office space to ensure it’s a healthy and safe working space (including ensuring all certification is up to date and displayed)
* Provide admin support to our management team and the Door of Hope project.

2) Maintaining office systems

* Providing IT support as needed, including set up of emails, accounts and equipment, as required
* Responding to all emails, post and general enquiries
* Organisation and oversight of data storage (Dropbox and other data storage)
* Providing admin support to the Door of Hope project as needed
* Updating databases and mailing lists

3) Training and events administration

* Events Administration including bookings, venues and use of Eventbrite
* Ensuring training days run smoothly - including ensuring hand outs and resources are ready
* Capturing training feedback and ensuring it aligns with Salesforce data

4) Administrative/ Co-ordination of our Affiliate network

* Administration of the Beyond the Streets Affiliate network and processes’
* Ensuring new teams have a named worker and are able to access our support
* Quarterly reporting on our Affiliates impact
* Administration of Affiliates support of the NO-vember campaign

5) HR admin

* Assisting with the recruitment process’ – DBS checks, references of Staff, Volunteers and Trustees
* Ensuring Annual Leave and Sick Leave records are kept up to date via Charlie HR
* Any other work as requested by your Line Manager or the Directors

|  |  |  |
| --- | --- | --- |
| **Person Specification** | | |
| **Criteria** | **Essential/Desirable** | **Measured** |
| 1. **Education Qualifications** | **Essential**   * Completed relevant/ professional training or previous work experience   **Desirable**   * Degree /equivalent qualifications | Application Form/  Interview |
| **2. Experience** | **Essential**   * Experience of office administration * Experience of events coordination   **Desirable**   * Experience of Office Management * Experience of the charity sector | Application Form/  Interview |
| **3. Skills /Abilities** | **Essential**   * Ability to be detailed and manage a variety of competing priorities & meet deadlines * Excellent communication skills, a level of numeracy, literacy and comprehension that enables you to communicate in writing with other agencies and analyse written and numerical information * Strong IT skills (Word, PowerPoint, Excel, Database) * Ability to take the initiative when given clear parameters and to be solutions orientated   **Desirable**   * Adhere to data protection regulations * Able to motivate others and build on success | Application Form/  Interview |
| **4. Personal Qualities** | **Essential**   * Able to work positively within our ethos (see page 2) * Personal satisfaction from ensuring tasks are completed to a high standard * Excellent team player who works with a small team * Committed to the national vision and values of Beyond the Streets as well as the local vision of Door of Hope * Self motivated flexible to changing environments | Application Form/  Interview |