



Hands of Hope

Role: Charity Officer

Reporting to: General Manager

Hours: 30 hours per week (4 days – Tue to Fri)

Salary: £17,000 per annum pro rata

Location: Peasmarsh, East Sussex

Introduction

Hands of Hope is a newly registered charity operating in East Sussex and Kent. Our goal is to reconnect people with where their food comes from, teach them how to grow and cook healthy, nutritious food and use this process to ultimately reduce childhood obesity and loneliness levels.

Currently farming 4 acres of Soil Association accredited land in Peasmarsh where we have established a “market garden” we have now acquired a new site in Hawkhurst which will be developed as an innovative social enterprise centre, acting as the charities main base and facilitating not only the production of fruit and vegetables but including a Victorian glass house for growing, a cookery school and a therapy room. Hawkhurst will serve as a valuable education resource centre as well as supporting community projects, volunteer activities and local community events.

Our intention is to create a local community “hub” – growing, cooking and educating local communities as well as running a number of community projects and initiatives from the site for the benefit of all.

Our Mission

To inspire children, families and adults to lead and sustain fitter, healthier and happier lives by increasing their access and knowledge of Healthy Food, Food Growing and Cooking.

Our Aims

- Drive a societal shift towards healthy eating and active lifestyles, changing unhealthy attitudes to food and activity.
- Provide programs that combine behaviour change, physical activity and nutrition.
- Bring Life and Food into schools and playgrounds.
- Improve current take up in school dinners across Hastings, Rother and West Kent.
- Change behaviours that cause obesity.
- Reduce social isolation and improve the nutrition and wellbeing of older people.
- Use gardening as a natural way for people to meet, improving community cohesion.

Purpose of the role

To support the General Manager and Trustees to ensure that all aspects of the charity's work are completed to a high standard.

Job Description

Office Management:

- Support the Chair, General Manager and Trustees with all administrative tasks as necessary
- Office Management - act as first point of call for all external communications including general email, post and telephone enquiries
- Manage the charities website and social media plan – Facebook/Twitter/Instagram
- Communicate with suppliers
- Maintain diary schedule
- Maintain both electronic and paper filing systems, including the general database
- Ensure that the charity is adhering to relevant legislation and regulations

Fundraising and Programmes:

- Maintain the donor and general fundraising database.
- Support the research and development of potential fundraising opportunities from individuals, events, Trusts and Foundations and large corporates.
- Ensure timely and regular communication with all major stakeholders including donors, volunteers, local Parish Councils etc.
- Track pledged donations to ensure all donations are received and keep track of outstanding donations.
- Liaise with the General Manager and Trustees in the development and monitoring of agreed fundraising projects.
- Develop quality written reports, documents, proposals and face to face presentations, when required.
- Coordinate the production of monthly e-newsletters for Donors and other major stakeholders.
- Coordinate activities generated from fundraising Auctions and events.
- General administrative support for all ongoing projects including Lunch Clubs, Men in Sheds, Hens of Hope etc.
- Assist where necessary with the development of the Hawkhurst Community Hub.
- Assist the Cook Van Manager with funding, events programme and volunteer coordination.

Volunteers:

- Maintain the Volunteer database with accurate records of volunteers and volunteering activity.

- Ensure that volunteers are working in a safe, healthy and supportive environment in accordance with all appropriate legislation and regulations.
- Overseeing the charity's Safeguarding policy, ensuring all volunteers are processed accordingly and that they are given the appropriate training and support.
- To develop systems of volunteer engagement, recruitment, training and support best practice and compliant with all current guidelines.
- Assist in the delivery of an effective marketing campaign to engage volunteers, including the use of social media, events, direct marketing etc, to promote the volunteer programme to gain community support.
- When required, help to prepare an annual report on the activity of the volunteer programme, and monthly reports for Chair and Trustees.
- In conjunction with charity Treasurer, administer and monitor expenditure for the volunteer programme against the approved budget.

Person Specification:

The successful candidate will be an enthusiastic and a highly organised all rounder with evident experience in the charity sector, ideally with marketing, PR and fundraising experience.

This is a new role in an exciting new charity. There is a lot to do in order for us to reach our charitable objectives; we are therefore seeking a proactive, self starter with a can-do attitude as an essential requirement. Workload will be varied, the ability to get stuck in and to think innovatively to solve problems in a fast paced environment is essential. The role will require a flexible attitude, to assist in all other reasonable duties that are needed in the development of the charity.

This will be demonstrated by the ability to take initiative and work independently. A capability to manage changing priorities and work to tight deadlines is also desired.

YOUR CORE SKILLS SHOULD INCLUDE:

- Administration experience within the charity sector
- Experience with databases (any)
- Good written and verbal communication skills
- Ability to work under own initiative to prioritise and manage varied tasks
- Excellent organisation skills and administration ability including computer literacy (word, excel etc)
- Interest in issues relating to nutrition, childhood obesity and rural isolation.
- Flexibility to work outside core hours occasionally to support Trustee meetings and other activities as required
- Experience of Fundraising / Events / Marketing and PR
- Willingness to undertake training
- Experience of updating websites and managing social media profiles
- Can do attitude
- Commitment to diversity and equal opportunities