

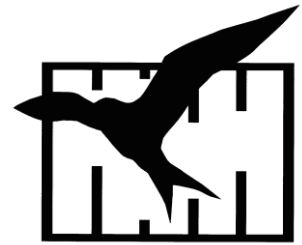
THE PRISON PHOENIX TRUST

P.O. Box 328, Oxford OX2 7HF

tel: 01865 512521 fax: 01865 516011

all@theppt.org.uk www.theppt.org.uk

Charity Reg. No. 1163558



Office & Publishing Administrator (part time) Job Description

<u>Job title:</u>	Office & Publishing Administrator
<u>Reporting to:</u>	Director
<u>Work base:</u>	Prama House (1 st Floor), 267 Banbury Road, Summertown, Oxford, OX2 7HT
<u>Travel required:</u>	Very occasionally to prisons, or to assist with external events
<u>Days worked:</u>	Part time. 4 days a week, to include Monday and Tuesday mornings and all day Wednesday to Friday

Overall Responsibility

This is a senior administration role to provide administrative and publishing support within a small staff team. This includes assisting the Director, supporting the administration of letters from and to prisoners, record keeping, desk top publishing, administration of teacher training events and the network of yoga teachers and supporters of the charity. Generally assisting with the flow of materials in and out to prisons, alongside all manner of communication into and out of the office, and the appropriate processing of information.

Duties

1. Supporting the Letter Writing Lead with the daily flow of prisoner letters:
 - Scanning and electronic filing and recording of prisoner letters
 - Meeting storage and data retention requirements
 - Preparing book packs for prisoners and prison staff
 - Supporting volunteers coming in to the office
2. Desk top publishing
 - Using In-Design to create and prepare newsletters for printing
 - Formatting reports, handbooks, programmes, handouts and forms

Yoga and meditation in a prison cell

Director: Selina Sasse

Patrons: Dr Kiran Bedi IPS, Dr Sheila Cassidy, Sandy Chubb, Shirley du Boulay, Fr Laurence Freeman OSB, Jeremy Irons, Erwin James, Sr Elaine MacInnes OLM, Sir Mark Tully OBE, Dr Benjamin Zephaniah

Trustees: Penny Boreham; Giles Charrington ; Jo Child (Chair); ; Nicholas Colloff; Suzy Dymond-White; Stephen Eeley; Revd Doug Heming, James Mallett; Peter Stevenson

Consultants: Dr Jamie Bennett, HMPPS Deputy Director, Operational Security Group; Revd George Coppen, Priest & former prison psychotherapist; Imam Monawar Hussain DL, Muslim Tutor, Eton College; Prof. Alison Lieblich, Director, Prisons Research Centre; Martin O'Neill, West Dublin Prison Campus Governor





3. Organising events – online and in person

- Preparing distribution lists for invitations
- Coordinating participants and keeping records
- Supporting the yoga team with teacher training events and monthly gathering
- Organising monthly letter writers' workshops

4. Fielding enquiries from the public, and managing information

- Update individuals' database records as a result of information we receive in the post, or via emails or phone calls and create new records on the database as necessary.
- Support Accountant and Director with thanks to donors; to ensure all necessary information is recorded
- Respond to website enquiries from yoga teachers who don't yet know about our work. Process information appropriately, including creating a database record, and scanning their completed forms. Acknowledge receipt of their form; advise them of next steps. Liaise with yoga team as appropriate.

5. General Duties

- Enable the Director to work more effectively by offering personal assistance as required
- Assist the Director in preparing and sharing papers for the quarterly Trustees' meeting. Assist with general preparation for those meetings
- Process the post
- Share responsibility with all other staff for (1) answering the phone; (2) franking letters and book packages that staff or volunteers have prepared for posting; (3) preparing books to post (4) sorting email
- Be available for helping on the day or evening of occasional public events
- Work with office staff to improve and adapt administrative systems over time, and to create new systems as needed
- Any other tasks at the discretion of the Director



6. Teacher training events

- Book venues or arrange zoom meetings for upcoming events
- Write and carry out database queries to ensure appropriate people are invited
- Create mail chimp campaigns for invitations
- Set up and manage excel spreadsheets to track information, including responses to invitations, payments
- Reply to responses with instructions about next steps
- Keep track of costs and invoices
- Liaise with other relevant staff throughout the process

Terms and Conditions

- Starting Salary: Up to £24,000 per annum pro rata
- An office based role in Oxford, without car parking
- Flexibility of work includes very occasional early starts, later evenings or weekends, for which there is time off in lieu
- Paid Leave: 4 weeks per annum pro rata, plus the week between Christmas and New Year
- Pension: The charity operates a contributory pension scheme.

This job description does not form part of the contract of employment and is subject to change in accordance with the needs of the organisation. The post holder will work at all times in a way which is consistent with the organisation's commitment to equality and opportunity.

The PPT operates an equal opportunities policy.