

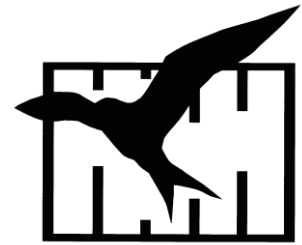
# THE PRISON PHOENIX TRUST

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 Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills and qualifications</b>	Fluency with Microsoft Office 360, including Word, Excel and Access. Mail Chimp. In Design and Creative software	Touch typing
	Independence and efficiency with other basic IT functions	Carrying out queries on the database.
	Good admin and record keeping skills	
	Ability to write clear reports, letters and e-mails	
	Ability to work as part of a team and to communicate with different parts of the office	Experience of CRM software and Odo database
	Fluency with navigating and maximising the use of the Access database	Experience in dealing with the public in person and on the phone
	Good verbal communication skills	
<b>Work experience</b>	Administration in a modern organisation, using the latest information technology, working independently and as part of a team Use of In-design to create posters or other marketing materials, newsletter	Administering training or public events
<b>Personal qualities</b>	Cheerful, optimistic, generous personality	
	Ability to work on own initiative	
	Ability to work as team member	
	Inner calm and robust character	
<b>Working needs</b>	A mature meditation or yoga practice	Interest in personal development
	Flexible, tolerant, discreet working style	
	To share the common values of the Trust	
	Commitment to the Trust's aims	



### *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