

Job Description – Administrator

Job title:	Administrator
Reporting to:	Deputy Director
Work base:	Oxford OX2
Travel required:	An exclusively office-based role, with minimal travel to support events
Salary:	£27,711- £30,559 FTE, pro-rata 14 hours a week & contributory pension scheme
Days worked:	14 hours a week, over 4 days. Tuesday to Friday

The Prison Phoenix Trust

The PPT is the leading expert in mediation and yoga in prisons in the UK and Ireland. Since 1988 we have supported the personal development and rehabilitation people living in prison through meditation and yoga. We do this with 121 mentoring, group yoga classes, peer support newsletters and resources such as books and DVDs that help people practise yoga and meditation in their cells. We deliver the British Wheel of Yoga's accredited training *Teaching Yoga in Prison*.

A small staff and volunteer team based in Oxford works with a network of self-employed yoga and meditation teachers across the UK and Ireland. This new role is part of an expansion of the staff team to build the capacity of the charity to meet the growing demand for its services and support income growth to sustain this.

The Role

The Administrator focuses on assisting the Deputy Director with the smooth running of the office, ensuring the office is well run on a day-to-day basis with staff and volunteer administrative support, stationery supplies, sorting and franking the post, managing information flow including fielding the collective email account and phone calls. The Administrator supports the Deputy Director and staff to improve and adapt administrative systems over time to help grow The PPT's capacity, through effectiveness

and efficiency. A key aspect of the role is supporting the quarterly newsletter despatch and charitable appeal mailings.

General Duties

- NL despatch process administration includes making sure letters and labels are printed, envelopes prepared and franked, with volunteer support arranged to help with this.
- Support the Deputy Director with running the office and HR administration, including recruitment.
- Managing volunteers updating prisoner data from prison replies and resource requests, to ensure a high standard of data is maintained.
- Organise the quarterly trustee meetings and annual Away Day, along with providing administrative support to the Board and new members, including trustee recruitment.
- Enable the Director, Deputy Director, Development and Yoga Leads to work more effectively by offering personal assistance as required, including arranging meetings and travel. Support the Finance Manager/s with donor records.
- Support the Development Lead and Yoga Coordinator with organisation of events, in preparation and on the day. These may be in Oxford or elsewhere.
- Process the post when required, supporting the Mentor Coordinator with prisoner letter administration and the Finance Managers with banking cheques.
- Assist staff with working effectively with their desktop computers, where possible. There is additional professional IT support.

Office administration

- Lead responsibility for (1) answering the phone; (2) franking letters and resource packages that staff or volunteers have prepared for posting; (3) preparing resources to post (4) sorting the collective email.
- Oversee and maintain office supplies and equipment.
- Coordinate office maintenance and repairs as needed.
- Ensure the office environment is well-organised and conducive to productivity.
- Preparing the office for internal events

- Other task at discretion of the Deputy Director

Terms and Conditions

- 2 days a week
Starting salary £27,711- £30,559 FTE, pro-rata 14 hours a week & contributory pension scheme.
- Supporting events outside of working hours is compensated by time off in lieu.
- Paid leave: Staff are entitled to 20 days annual leave per year, plus bank holidays, pro rata for part time roles. In addition, staff are entitled to leave on any normal working days falling between Boxing Day and New Year's Day.
- Pension: The charity operates a contributory pension scheme.

Applications due by midnight Sunday 1 December with a CV and covering letter about interest in and suitability for the role, sent to recruitment@theppt.org.uk.

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 time in a way which is consistent with the organisation's commitment to equality and opportunity. The PPT operates an equal opportunities policy.

November 2024