

Your next exciting career begins here.



Application Pack Support Team Member



youth**united**
foundation



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Our Vision

Children and Young People live **"life to the full"**
(John 10:10)

Our Mission

The Boys' Brigade has **faith in young people** and provides them with opportunities to **learn, grow** and **discover** in a **safe, fun,** and **caring** environment which is rooted in the **Christian faith.**

Our Values

Faith, Inspiring, Caring, Trusting.

Find out more about our **Vision, Mission,** and **Values** at
www.boys-brigade.org.uk/ourvision

If you have a passion for supporting and nurturing potential, so do we.

The Boys' Brigade, an international Christian youth organisation, provides opportunities for children and young people to learn, grow and discover in a safe, fun and caring environment. We believe the experiences we provide are as important today as they have ever been.

BB Companies (groups) meet in communities across the country, supported by dedicated volunteer leaders giving their time and skills every week.

Our groups are at the heart of the outreach work taking place in churches to empower, engage, and transform lives in local communities.

None of this work would be possible without a dedicated team of staff supporting the work of our volunteers and we want you to join our team. Help us to face the challenges, create the opportunities and unleash the potential in others.

We look forward to receiving your application.



Jonathan Eales
Chief Executive

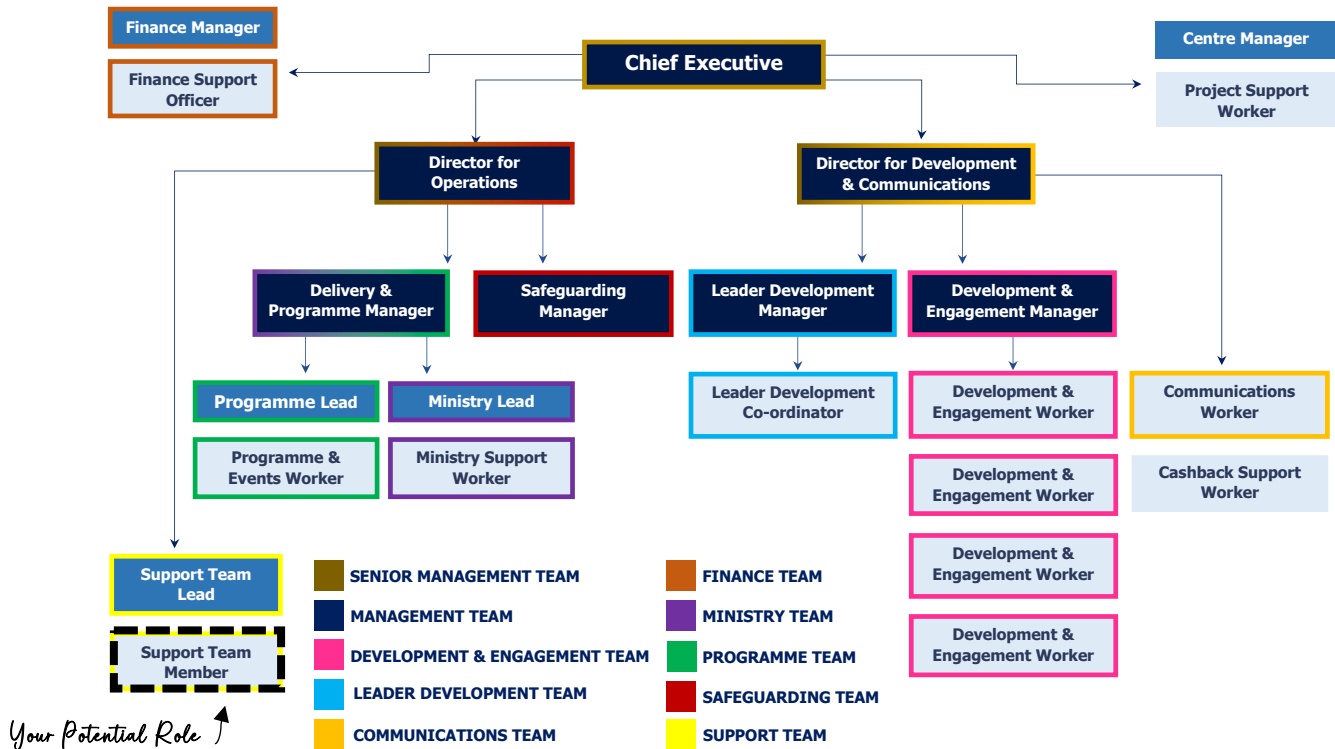
"BB offers a space for young people to find out who they truly are in loads of different ways and does it better than anyone else"

Dez Johnston, President.

You'll be helping to transform lives but what else can we offer?

- We are a flexible employer and allow staff to work with flexibility that suits you, your role, and your area of work.
- We take your health and safety seriously with regular training and support.
- Be proud to work for an organisation with such a rich history and proven track record.
- Opportunities for continued learning and development.
- 25 days holiday a year and enhanced Maternity, Paternity, Adoption Leave, TOIL system and a generous Sickness Pay entitlement.
- Annual Appraisal and Bonus Scheme.
- 3 additional days leave between Christmas and New Year.
- Expenses incurred through carrying out role are reimbursed.
- Be part of a caring organisation where there are different opportunities for getting to know your colleagues with team days, residentials, and social events creating informal opportunities for meeting, working, and getting to know our friendly and supportive staff team.

Staffing Structure



Our Offices



Felden Lodge Conference & Training Centre,
Felden Lane, Hemel Hempstead, Hertfordshire, HP3 0BL.

Carronvale House Conference & Training Centre,
Carronvale Road, Larbert, Stirlingshire, FK5 3LH.

About the Role

Job Title:	Support Team Member
Purpose:	<p>To provide direct administration support to all elements of the organisation ensuring the smooth-running of the operational functions.</p> <p>We are seeking an individual with strong organisational, communication and interpersonal skills, who is confident with managing multiple tasks and digital processes.</p>
Responsible to:	Director for Operations and Support Team Lead
Department:	Support Team
Base Location:	Hemel Hempstead (HP3 0BL) or Larbert (FK5 3LH) with some flexibility to work remotely after probation period.
Term:	Permanent
Salary:	£21,000-£23,000 (dependant on experience)
Hours:	Permanent 28-35 hours per week subject to discussion (minimum 4 days per week in the office)
Internal Relationships:	Support Team and wider Staff Team.
External Relationships:	Volunteer leaders and public enquiries.
DBS/PVG:	Basic Check required.
References:	Appointment will be subject to two references completed before employment commences.

Key Responsibilities

To support our volunteer leaders and staff by:

- Providing efficient digital administrative and organisational support.
- Embed digital processes throughout the organisation.
- Dealing with queries by phone and email.
- Signposting information and resources across our organisational functions.
- Updating and inputting digital records. Processing data and providing reports.
- Assisting volunteers and staff in using our membership system (Online Brigade Manager) as we seek to increase usage of OBM.
- Support the back-office functions of our online shop through taking orders and dealing with customer enquiries and returns.
- Co-ordinating and providing administration support for events eg. Trooping the colour, Remembrance Services, Annual AGM, etc.
- Dealing with sending and receiving post and deliveries.
- Other relevant related duties as required.

Person Specification

Essential

- Excellent interpersonal skills and a good communicator to a range of audiences including volunteers, staff, trustees and external partners & service providers.
- Presentation skills and customer service knowledge.
- Outstanding verbal and written communication skills.
- Strong IT skills (including Microsoft Office, Microsoft Teams and applications used in daily office administration functions including digital recording.)
- Excellent organisational skills and ability to prioritise workload.
- Ability to work collaboratively with staff, trustees and key volunteers.
- Experience of working with and supporting volunteers.
- Proficiency in filing both paper and digital management, including the ability to manage organisational correspondence and ability to handle confidential information.
- Excellent problem-solving skills, the ability to research and an aptitude for helping others.
- Sympathetic to the vision, mission and values of The Boys' Brigade

How to Apply

Receiving Applications: Please send in a covering letter setting out why you feel you are suitable for the role and an up-to-date CV to **jobs@boys-brigade.org.uk**

Closing Date: 31st December 2023.

Interviews: Interviews will be offered on a rolling basis depending on applications received so application at the earliest opportunity is advised.

More Information: To have an informal conversation regarding the role or for more information please contact **Natalie Whipday, Director for Operations** by email **natalie.whipday@boys-brigade.org.uk** or call **01442 509 520**.

THE BOYS'
BRIGADE
> the adventure begins here



www.boys-brigade.org.uk/job-vacancies