

Your next exciting career begins here...



Application Pack

Administration Support

Team Member

(maternity cover)

Part-time



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Our Vision

Is that children and young people experience **“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 <https://boys-brigade.org.uk/ourvision>

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

The Boys' Brigade (BB) is a Christian uniformed youth organisation, providing opportunities for children and young people to learn, grow and discover in a safe, fun, and caring environment.

For over 140 years, we have been providing opportunities for children and young people (4-18 years old) to learn, grow and discover in a safe, fun, and caring environment and with the challenges that 2026 can bring, that work is as vital and impactful as ever.

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.”

Rev 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 pro rata and enhanced Maternity, Paternity, Adoption Leave, TOIL system and a generous Sickness Pay entitlement.
- ✓ 3 additional days leave between Christmas and New Year.
- ✓ Up to 3 additional days of 'volunteering leave' pro rata annually.
- ✓ Annual Appraisal and Bonus Scheme.
- ✓ Expenses incurred through carrying out role are reimbursed.
- ✓ Be part of an organisation that believes having fun and wellbeing is important too, with team days, residentials, and social events creating informal opportunities for meeting, working, and getting to know your friendly and supportive colleagues.

About the Role

Job Title	Administration Support Team Member (maternity cover) P/T
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
Base location	Adeyfield Free Church, Hemel Hempstead, HP2 4GZ
Term	Commencing 1st August 2026 for 10 months
Salary	£23,000-£25,000 pro rata (dependent on experience)
Hours	Part-time contract (20 hours per week)
Internal relationships	Support Team and wider Staff Team across the country
External relationships	Volunteer leaders and public enquiries
DBS/PVG	Enhanced
References	Appointment will be subject to two references completed before employment commences.

Key Responsibilities

To support our volunteer leaders and staff by:

- ✓ Providing efficient administrative and organisational support.
- ✓ Embedding 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.
- ✓ Providing administration support for national competitions and events.
- ✓ All other administrative tasks as required.

Person Specification

Essential

- ✓ Excellent interpersonal skills and a good communicator to a range of audiences, including volunteers, staff, trustees and external partners and 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 & Values of The Boys' Brigade.

Confidentiality

The post holder will have access to confidential information and is expected to ensure that the highest level of confidentiality is always maintained.

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

Tuesday 30th June 2026

Interviews

Provisionally set w/c 6th July. Successful applicants will be notified in advance.

More information

To have an informal conversation regarding the role or for more information please contact Natalie Whipday by email on natalie.whipday@boys-brigade.org.uk



boys-brigade.org.uk/vacancies