



Administrator

The Prison Reform Trust is an equal opportunities employer. We don't discriminate on the basis of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

We are serious about ensuring we have a diverse workforce which reflects the arena we are working in. We welcome applications from all who can meet the person specification, and particularly from those with an ethnic minority background, and in addition from those with direct experience of the criminal justice system

Job Title: Administrator, Building Futures

This is a new job, within a new team. The contract is for a fixed-term of 5-years. The role will be based at the Prison Reform Trust office in London, with some travel. The job is full-time but other arrangements may be considered. Terms and conditions are attached separately.

Building Futures

The Building Futures 5-year project is supported by the National Lottery Community Fund, and concerns the way of life for very long sentenced prisoners. The Prison Reform Trust wants to listen to long-term prisoners and empower them to have a strategic influence over how the prison service responds to the challenge of a much larger number of people who will be serving 10 years or more inside.

Responsibilities:

To provide executive assistance to the Building Futures programme lead and administrative support for the team:

- planning and prioritising work;
- maintaining diary, arranging commitments and travel
- arranging Advisory Group meetings, preparing agendas, papers and minutes
- coordinating and contributing to regular programme reports
- organising team meetings
- assisting with background research for talks, meetings and visits
- support all members of the team to achieve the programme objectives
- undertake administrative tasks as required for the smooth running of the programme such as: answering the telephone, taking messages, greeting visitors, organising refreshments, making travel arrangements and organising mail outs
- help to organise roundtables, workshops and other events as required
- ensure website is kept up to date
- maintaining a well ordered shared drive and supporting all team members to access programme documents and resources; maintaining and developing the programme's library of resources and ensuring the team has a tidy working space
- co-ordinate arrangements for interns and volunteers
- support the programme by liaising with partner organisations
- work as a member of the team of friendly, committed staff at the Prison Reform Trust

Person specification:

The Building Futures programme needs an exceptional, organised, personable and enthusiastic person to provide administrative support and ensure the programme runs smoothly.

Essential:

- Excellent administrative skills including meeting organisation
- Proven ability to pay attention to detail, including high standard written communications and minute taking
- An understanding of developing and maintaining efficient administrative systems
- Well- developed communication skills, must be engaging, professional, polite, and capable of fostering strong working relationships
- Good judgment and ability to work independently
- Excellent IT skills
- Proven track record as a good team member
- Willingness to be flexible in their role to support the team and the Prison Reform Trust

Desirable:

- Personal experience of imprisonment
- Experience of administering a programme with wide reach and across more than one base
- Interest in prison reform

