

Administrator job description

Salary: £25,000 FTE (£15,000 for 3 days/week)

Hours: 3 days per week (we are flexible as to how these hours are spread across Monday-Friday)

Contract: 6 months, with potential to become permanent subject to funding

Location: Office/hybrid (with at least 1 full day per week in our office in Brixton)

Reporting to: Operations Manager

Interview dates: Wednesday 13th and Friday 15th March

Deadline for applications: 9am, Monday 4th March

Start date: ASAP

About New Bridge

The New Bridge Foundation is a charity which was founded in 1956 with the intention of using volunteers to support people in prison to resettle back into the community after release, by prominent prison reformer Lord Longford. Over the years we have run a variety of additional projects to support people to this end, including Through The Gate programmes and family support programmes. However our core offering since our inception has been a befriending service delivered by volunteers, which we continue to run today. For over 65 years, our volunteers have offered a bridge to the outside world to people serving prison sentences across England and Wales by offering non-judgemental social contact to some of the most isolated and vulnerable in our society.

We are proud to have Michael Spurr, CB (former CEO, HMPPS) as our President, and Professor David Wilson (criminologist, author and former prison governor) and Reverend Jonathan Aitken as our Vice Presidents, as well as a royal patron in HRH Princess Alexandra.

Our vision: Every person in prison feels a meaningful connection to the outside world.

Our mission: We match people in prisons with trained volunteers who offer long-term support through a combination of correspondence and visits. This provides people in prison with a bridge to the outside world, along with an increased sense of value and potential for their future.

Our values:

- **Non-judgemental:** we believe every person has value
- **Inclusive:** we accept applications from any person in prison, and any volunteer who shares our values
- **Independent:** we are wholly separate from and not influenced by the criminal justice system
- **Prisoner-led:** our volunteers shape their support, correspondence and visits around the needs of the person they support
- **Constant:** we provide a reliable connection between those inside and outside prison

New Bridge in 2024 and beyond

New Bridge is at an exciting stage of its development. Following a strategy design project involving Trustees, staff and volunteers, the Board have recently approved a new three-year strategy which will see the charity seek to double its number of beneficiaries by 2026. As well as growing in size, we are focused on deepening our impact and diversifying our reach, in terms of beneficiaries, volunteers, funders and Board members. With a healthy level of reserves, a committed Board and an experienced and focused staff team, we are excited about our strategic journey and confident in our ability to have a more meaningful impact on a bigger number of people in prison over the next three years.

Administrator job description

About this role

In order to manage our growth plans, we are looking for an enthusiastic and proactive Administrator to join our team to help support our Operations Manager in the smooth running of the charity. A busy and varied role, you will be working on things like office management, financial administration, and tasks associated with our befriending work.

This role is well suited both to people with experience in Administrator roles and those who are looking for their first post in this area. We are a small and friendly team who enjoy working together and are looking forward to having a new member of staff join us!

Key responsibilities

- Manage office supplies, including regular stock-takes and re-ordering when needed
- Adding new suppliers and payments to finance software on a weekly basis
- Digitally filing records of payments made
- Supporting the Volunteering Administrator with tasks related to our befriending work
- Any other duties as reasonably required

Person specification

- Good communication skills
- Good level of IT literacy
- Good attention to detail
- Proactive mindset
- Ability to prioritise
- Self-motivation