

Trinity Homeless Projects
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✉ info@wearetrinity.org.uk

#itCOULDBEME



HELLO!

Thanks for asking about our Fundraising and Communications Assistant role.

We are a dynamic and professional group of people and we're always looking forward to welcoming new people into our team.

You will be supporting the Head of Fundraising in all events, activities and the wider charity in communications. We have ambitious and exciting fundraising, marketing and event plans over the next few years and we would love for someone to join our team who is great at talking with people from all walks of life, has strong communication skills, and is also a social media ninja. Ideally you will have a couple of years' experience in this field.

This is an important time for us as we change to meet the many challenges in the sector. We are always looking at the way we work to stay ahead of the field and to achieve more for the people we work with.

To find out more about our work go to wearetrinity.org.uk

If you want an exciting challenge within an ambitious organisation then please send a covering letter outlining how you meet the job role criteria together with your CV to sue@wearetrinity.org.uk.

Applications close on Tuesday 5th June 2018

Interviews will take place on the week commencing 4th June 2018 and we will contact you to arrange an interview if your application is successful.

I look forward to hearing from you.

Best wishes

Steve Hedley
CEO – Creating Exciting Opportunities

WORKING TOGETHER

This pack provides you with the information for you to decide if Trinity is the place for you

This pack contains:

Why work for us

What we do

Our Approach

Job description

Person specification

Terms and conditions

If any of the above are missing please let us know, 020 8797 9500

Why WORK FOR US?

Trinity is all about creating a fairer society through improving the quality of people's lives. That includes all the people we house, support and coach, as well as the people who work with us – our team.

We have deeply held values and ethics and a high degree of self-directed performance. We have a positive coaching culture and we are solution focussed. There is a genuine and deeply felt commitment to continuous improvement and an aspirational approach to the future.

Other reasons:

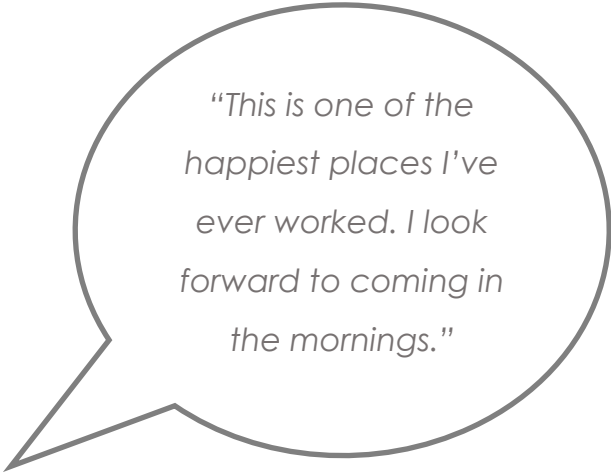
Great people

Flexible working

Good annual leave

A day off for your birthday

And an all-expenses paid holiday (Okay... no free holiday)



*"This is one of the
happiest places I've
ever worked. I look
forward to coming in
the mornings."*

WHAT WE DO

Trinity Homeless Projects (Trinity) is a registered Charity working in West London to end homelessness. Homelessness is in the Bible, Herodotus spoke it in 480 BC, and we had the workhouse in Victorian Britain, a housing crisis in the 60's, Cardboard City in the 80's and 50% increase in rough sleeping in the past four years. Homelessness is a persistent problem and has no place in modern society. A home is not a luxury if you can afford it, it is a human right. We can end homelessness in the UK, it will cost £7b and take ten years, but it's not time or money that's stopping us, it's our willingness to prioritise people over profit and party politics.

But an absence in the grand solution only spurs us on to more local, individual solutions. Trinity was founded ten years ago and is based on 29 years of experience and expertise. Within the Trinity group we employ 30 full and part-time staff and we currently house about 200 people every year and provide rough sleeper day services for about 40 people every day. Together we provide; emergency support, temporary accommodation, one-to-one life coaching and employment training and job coaching. The three key qualities that are the 'trinity' of assets that we all need for independence and stability are; a home, people around us who care and a job.

Home

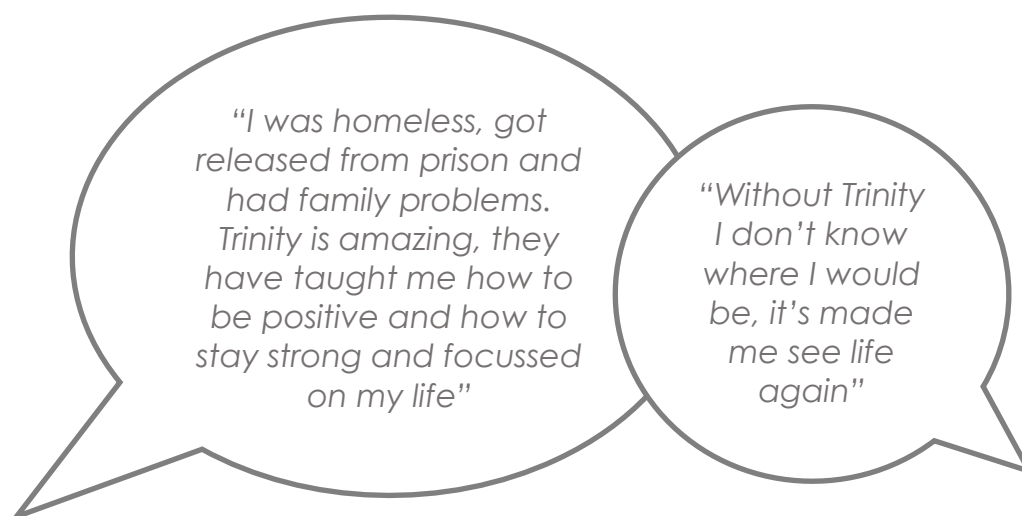
Housing for people sleeping rough, move on accommodation and independent accommodation for people at risk of homelessness. We currently have 130 bed spaces in a variety of houses. We have a range of support options for people depending on their individual needs and people can progress through different stages into independent living. We provide support, food and self-care facilities in our day service, helping people to leave the streets for good.

People

One to one and group coaching provides opportunities for learning for people to gain insight and skills for personal development and to get a job.

Job

We provide job coaching with work tasters in our shops and provide job brokerage with local employers. We also save over 2,500 tonnes of unwanted domestic furniture from landfill every year whilst offering good quality furniture that doesn't cost the earth.



OUR APPROACH



“Imagine a world where we wake up inspired to go to work, where we feel safe at work, where we are fulfilled by the work we do”

Simon Sinek



FUNDRAISING & COMMUNICATIONS

Essential Requirements

Your purpose for living is to make life better for people...this social consciousness is what drives you...except when you are barbecuing on the beach watching the sunset...that day is just for you!

You must have excellent communication skills. This means, you have the ability to build rapport quickly and gain the trust of people you are speaking with...you are a natural story teller and you believe that the profound is often discovered in the mundane.

Good organisational skills are essential as is the ability to schedule and manage your own workload. You will need to have an excellent knowledge and understanding of the internet, plus the ability to rapidly absorb and apply new technical information.

You will need good IT and Social Media skills and will be proficient in Microsoft Office (Word, Excel, PowerPoint), Hootsuite, Mailchimp, Facebook, Twitter, Instagram and WordPress.

You have the confidence to make new contacts and liaise with potential partners, supporters and businesses. What we offer the community is more than the chance to part with their cash. We offer people a chance to take responsibility for their community. We add value by giving people experiences that change the way they think, live and do business. Creativity is at the heart of our fundraising, we are brave with our message, which shows in the experiences we offer those who dare to take part.

A lot of organisations say this, but we live it...above all you must be solution focussed and have a real desire to work on behalf of people suffering the effects of homelessness and social exclusion.

As you can probably tell, we put great store in this role. We don't do this work for the glory. We don't shout about it. Not whilst we are still learning our craft. We never stop learning and once we discover a solution we share it and give it away. We can't do this on our own. We need you.

Thanks for taking to time to absorb all this and if this is for you, I really look forward to hearing from you.

My very warmest regards,

Steve Hedley
CEO – Creating Exciting Opportunities

Terms and Conditions

Salary

£18,000 per annum. We pay people on the last day of each month. Pay may be reviewed each year in April.

Hours

40 hours per week Monday to Friday, although some evening and weekend work is required when necessary.

Leave

Annual leave is 25 days plus an additional day's leave to celebrate your birthday.

Pension

We offer a Group Stakeholder Pension Scheme to everyone who works for us. We make a percentage contribution that is 4% of salary.

Performance

We monitor how people perform through our On TRAC reviews every month and through annual appraisals. We work to agreed objectives and assess achievement against these objectives and the competencies for the role.

Probation

There is a six month probation period for new starters.

References

We only appoint someone if we are happy with their references, covering things such as character, employment, health and eligibility to work in the UK.

Smoking Policy

People are not allowed to smoke in any of our properties and whilst engaged in work. Smoking breaks can only be taken in someone's own time.

Location

Based at our office in Uxbridge. Car parking is not available. All our contracts state that employees may be asked to work in a different location from the one where they first started.

This is an outline of our current terms and conditions and is subject to annual review and amendment, by consultation.