

## **AtaLoss.org - Loss and HOPE Project Administrator**

AtaLoss.org provides the UK's signposting and information website for bereaved people. The charity established the Loss and HOPE project to encourage and equip churches in bereavement support. Churches are ideally placed to offer support to people within their communities who have been bereaved and have an important contribution to make to the pandemic recovery across the UK by providing bereavement support.

We are looking to appoint an effective administrator for the Loss and HOPE project to support the Project Manager as we continue to promote and roll out this initiative. This job is 15 hours, home based and will be offered initially on a 12-month consultancy-based contract, extendable subject to funding. Applicants would be required to start from 1<sup>st</sup> June if possible.

**Line Manager:** Loss and HOPE Project Manager.

### **Key relationships:**

- The Loss and HOPE Project Manager – Katy Tutt
- The AtaLoss.org CEO & Project Director – Yvonne Richmond Tulloch
- The AtaLoss.org Executive Director – Jane Woodward
- The AtaLoss.org Administrator – Vicky McQuarrie

## **Role Description**

The Loss and HOPE Project Administrator will provide administrative support to the Loss and HOPE Project Manager ensuring the effectiveness and smooth running of the whole project.

### **Outline of responsibilities**

The underlying aim of this role is to assist the Loss and HOPE Project Manager through effective and efficient administrative support and project management, to develop the project's national and online presence. This will be done by:

1. Providing administrative support as required to the Project Manager and Project Director on behalf of the Loss and HOPE Steering Group. Members include the Church of England Life Events Department, HOPE Together and Care for the Family.
2. Providing support and information about resources, training and opportunities to churches engaging with the Loss and HOPE project on behalf of the Project Manager, in particular helping to promote *The Bereavement Journey* course (a key resource for churches to support the bereaved)
3. Providing technical support to webinars and courses to ensure they run smoothly for hosts and participants.
4. Managing databases to always ensure compliance with GDPR.
5. Attending training, as needed, within work hours, to maintain proficiency.
6. Action other related initiatives as required by other AtaLoss.org colleagues and by agreement with the Loss and HOPE Project Manager.

Key activities are:

**1. ADMINISTRATIVE SUPPORT FOR THE LOSS AND HOPE PROJECT**

- Maintaining and initiating contact with churches engaging with the website or via the Project Manager and our networks.
- Maintaining and updating databases and resources.
- Promoting the project as required.
- Arranging and administering on-line meetings.
- Arranging online webinars and courses, providing technical support to course leaders and attendees if required.
- Creating slides and assisting with presentation content and preparation.

**2. COMMUNICATIONS**

- Maintaining communications with correspondents, course attendees, newsletter readers etc as requested by the Project Manager.

**3. SUPPORTING ATALOSS.ORG**

- Liaising with AtaLoss colleagues to ensure that bereavement services offered by churches are listed on the AtaLoss.org and *The Bereavement Journey* websites.
- Contributing to the AtaLoss team and undertaking work to support any initiatives as and when required.

**Skills required:**

- Excellent administrative skills with appropriate experience (essential).
- Awareness of church networks and communications (desirable).
- Awareness of the impact of bereavement and how to support bereaved people (desirable - to be acquired through training but experience useful).
- IT proficient with experience of Zoom (essential).
- Good verbal and written communication, able to communicate well using email and telephone.

**Personal Attributes**

- Fast learner, able to 'hit the ground running'.
- Efficient and organised
- Empathetic and compassionate
- A helpful and proactive approach to issues arising, able to engage with and assist people to get on board (Essential).
- Able to work alone and on own initiative and manage work plan in a homebased environment (Essential).
- Flexible approach to work, willing to adapt hours as required within reason.

**Other aspects of the role:**

- Homebased working on a consultancy basis. Paid monthly.
- Own laptop and up to date software required.
- Willingness to travel occasionally to other locations when appropriate (Travel and other necessary and reasonable expenses will be reimbursed)
- Willingness to work occasional evenings as necessary (e.g. evening webinar training)
- Occupational requirement: Sympathy with Christian ethos of the project