



Operations & Outreach Support

Volunteers, Communications, Policy, HR, Outreach

Line Manager: Yada Manager

Hours/Days: 14 hours per week, Mondays and Tuesdays

Wage: £13 p/h

Start date: September 2020

Contract: One year fixed term, to be extended, subject to funding

Location: Yada Offices, Worthing

This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.

Closing date for applications: 23rd August

Interviews: First week in September

Role and Responsibilities

The Operations & Outreach Support role is responsible for managing Yada volunteers, developing and delivering our communication strategy, maintaining Yada Policy and assisting with HR as well as supporting outreach within The Esther Project (TEP).

Key responsibilities:

Volunteer Coordinator

- To ensure that all aspects of the recruitment, selection and induction process of volunteers functions effectively and safely
- To manage volunteer rota for outreach and liaise with TEP Lead
- To advertise new posts and oversee the selection process
- To take a lead on interviews and follow up of applications
- To liaise with the other team member to ensure DBS checks are up to date
- To run and manage volunteer induction process
- To develop and regularly review the volunteer policy
- To offer regular training and supervision for volunteers

Communications

- To develop an annual communications strategy
- To liaise with Yada Manager over content, drafting and sending out quarterly newsletters, researching new content format, keeping up-to-date with communication trends
- To manage the Yada Facebook group, posting updates and news
- To develop and maintain Yada Facebook and Twitter profiles



- To maintain relationships with supporters and trustees, including thank you letters and Christmas cards
- To build relationships with local churches and develop awareness raising opportunities and prayer/financial/volunteer support
- To host, prepare, advertise and write up monthly prayer meetings
- To regularly review Yada website for updates

Policy & HR Support

- Maintaining and updating policies and internal processes
- Annual policy reviews
- Keeping up to date with HR requirements including PECR & GDPR

Outreach

- To support TEP Lead with Neteach, mapping indicators of exploitation, outreach visits and initial face to face meetings with women
- To assist with mapping and research
- To support the TEP lead with training

Person Specification

Essential

- Willingness and openness to learn
- Flexibility and comfortable with change
- Comfortable working independently and as part of a small team
- Initiative to develop and try out new ideas
- Highly organised, able to manage workload unsupervised
- Able to work within Yada's vision, mission and Christian ethos
- Approachable, able to build rapport with a broad range of people, and a good listener
- Experience of managing people
- Communications experience

Desirable

- Experience of Policy writing
- HR Qualification
- Networking experience
- Experience of working in the community / with at risk groups
- Experience of working with women in the sex industry or similar such as within homelessness sector
- An understanding of current issues around the sex industry and sexual exploitation
- Level 2 in Counselling Skills
- Ability to work ad hoc evening / other weekdays if needed (time in lieu/overtime given)

Please send CV and cover letter to helen@yadasussex.org by midnight on 23rd August.