



zephyr's
nurturing support for bereaved families



Zephyr's Nottingham



zephyrsnotts



zephyrsnottingham

07915 995532 contact@zephyrsnottingham.org.uk www.zephyrsnottingham.org.uk

Zephyr's Project Co-Ordinator and Administrative Assistant (freelance)

Job Description and Essential Skills

Responsible to: Founder/Director

Location: Hybrid working - Zephyr's office and home

Fixed Term contract: 8 days per month, starting in July – December 2023.

Fixed term contract until Dec 2023, with possibility of an extension.

Rate: £120 per day.

Requirements: The timetable for work will be agreed with Zephyr's Founder/Director, who works on Tuesdays and Thursdays. Some weekend or evening work may be required for specific events or core activities

About the role: Zephyr's is a Nottingham based charity providing support for bereaved families following the loss of a baby or child. The charity requires a highly motivated, well organised and compassionate individual to support the day to day running of the charities core services – counselling, peer support and creative & holistic therapies. The post holder will work closely with the charities Founder/Director, providing vital administrative support and managing the charities marketing and social media activity

Responsibilities:

Supporting core services

- To manage and maintain Zephyr's email communications
- To create and utilise template responses for core service enquiries
- To provide administrative support for Zephyr's counselling service
- To provide administrative support for, and co ordination of, Zephyr's creative and holistic therapy projects
- To provide administration and support for Zephyr's events (i.e. Spring Party)

Social Media and Marketing

- To manage and create content for Zephyr's social media presence, including Instagram, Twitter and Facebook
- To coordinate the creation and administration of Zephyr's newsletter
- To conduct necessary updates for, and maintain, Zephyr's website
- To coordinate the promotion of Zephyr's core services and events

Essential Skills:

- Numeracy and literacy, you must be a good communicator
- Able to work independently and as part of the team.
- Good time-keeping - Self motivated, able to plan and schedule your own diary and workload commitments whilst also responding to the needs of the Managing Director.
- Able to write and edit for website, newsletter, social media and other communications
- Skilled in IT, ie. use of Dropbox and Google Drive, efficient at organising files and folders
- Confident in problem solving, and making decisions.
- Great people skills needed too – this role will require interactions with many members of our team, staff and volunteers.

You will need to be a proficient, sensitive communicator with the ability to work on a range of tasks, open to learning new skills and taking on responsibilities integral to our charity.

Within this freelance position, you will be expected to work within our Zephyr's Safeguarding Guidelines, and to follow other appropriate standards for working, as outlined in our Policies and Procedures.

Please respond to our Managing Director Carly Williams, by 5pm on Friday 9th June, contact@zephyrsnottingham.org.uk

Please send your CV, the names and contact details of TWO references, and answers to the following three questions :

- * Please share an example of a recent role or project, and detail how and why you feel it demonstrates your suitability for this role?
- * Given the nature of Zephyr's Charity, how would you plan to you work sensitively, and what support, if any might you need?
- * How soon could you begin?

Timeline:

Closing date 5pm, Friday 9th June

Interviews w/c 19th June

Job Commences w/c 3rd July

We value inclusivity and encourage applicants from all backgrounds and experiences to apply. If you would like to know anything more about this role or Zephyr's Charity, please don't hesitate to reach out to Carly Williams contact@zephyrsnottingham.org.uk