

Kintsugi Hope

Operations Assistant

Introduction to Kintsugi Hope

Kintsugi Hope is a charity launched 24 February 2018, set up to facilitate **safe and supportive spaces for those struggling with mental and emotional health challenges**. Kintsugi Hope currently operates out of an office in Boreham, Essex.

Job Title:	Operations Assistant
Responsible to:	Head of Operations, Diane Regan
Place of Work:	Head office, Boreham, Essex
Salary:	£8,190 pro rated (Full time equivalent £20,475)
Contract :	Initial contract to 31 July 2023, with potential to extend 15 hours a week

Key Responsibilities: -

Supporting Head of Operations as necessary including

- Arranging operations based meetings, attending when available, taking notes and monitor actions.
- Coordinate tasks and projects on behalf of Head of Operations as they arise.
- Compile monthly status report from all Kintsugi Hope functions
- Assisting with ThankQ and GMS data processing and clean up
- Monitoring group participant and leader evaluations.
- Answering the office phone, and dealing with general enquiries, both on the phone and on email.
- Attending Kintsugi Hope events (online and in person) and assisting as part of the event team
- Helping with the coordination of the online shop orders.

Person Specification

Essential:

- Excellent MS Office knowledge and English proficiency
- Outstanding organisational and time management skills
- Confident verbal and written communication skills,
- Discretion and confidentiality
- Attention to detail and problem-solving skills
- Ability to work in a Christian environment
- Able to work in a team and on their own initiative
- Willingness to learn new skills

Desirable:

- Mental Health First Aid training and/or basic mental health understanding
- Public Speaking Experience
- Understanding of Safeguarding practices
- Understanding of GDPR practices

NB – all Kintsugi Hope employees and contractors are required to have a satisfactory DBS check and be compliant with the Kintsugi Hope Safeguarding and Code of Conduct policy.

To apply please submit your Application form, CV and covering letter to diane.regan@kintsugihope.com. Applications close 12pm, 25 November 2022.