

Role Specification

Job Title		Admin and Communications Officer	
Functions:	Supporting the operations of In2Out through the bringing of administration and external communications expertise.	Areas of responsibility:	All administrative and communications functions of the Organisation as determined by management
Reports to:	Executive Director	Direct Reports:	None
Salary	£27,600 p.a. (FTE)	Working Hours	2-3 days (equivalent) per week (15-22.5 hrs). Office based with the possibility of some hybrid working after completion of probation period.
Pension	5% of gross salary paid by Employer into a Personal Scheme after the end of the probation period.	Other benefits	This is a salaried role – (i.e. overtime is paid only in exceptional circumstances and by prior agreement).
Contract duration	Permanent	Leave	25 days per annum plus Public Holidays (pro-rata)
Commencement and Probation period	Commence 1 st July 2026. 12 weeks (during which 1 weeks’ notice required)	Notice	At the end of a successfully completed probationary period, this post will be subject to 1 month’s notice by either party.
<p>Role Summary: <i>How this role fits into the aims & objectives of In2Out</i></p> <p>In2Out offers local mentors to young people (Participants) leaving custody with the aim of reducing the likelihood of reoffending and returning to custody, whilst building the foundations for successful, long-term community resettlement.</p> <p>This role will provide essential administration and communications support to the Executive Director to facilitate the smooth day-to-day functioning of the organisation, both in terms of practical functioning of the office, effective administration of staff and volunteer induction, training and supervision schedules, as well as an outward facing communications function liaising with partner organisations with the aim of improving their partner experience.</p>			
<p>Purpose of role</p> <ul style="list-style-type: none"> • To support the Executive Director in the smooth operation of the organisation, maintaining an excellent office working environment, collaborating closely with Resettlement and Foundations team staff and volunteers to aid delivery of both streams of our operation. • To administer Quarterly Training days and support the schedules of external training sessions, new staff induction (including with HMYOI Wetherby) and statutory online courses • To work closely with the Executive Director to deliver timely external communications to supporters, prison chaplaincy, faith communities, partner organisations and funders and to support effective management of those relationships. 			

Key Responsibilities/Accountabilities

- Ordering and management of stock, stationery and office supplies
- Overseeing office maintenance, ensuring a safe, functional working environment
- Managing staff and volunteer training schedules via 'Atlas' and maintaining accurate training logs
- Updating staff supervision schedules
- Supporting Quarterly Training Day administration and other event planning
- Managing and scheduling Monthly Newsletters and Prayer Updates, supporting content development with the Executive Director.
- Liaising with external partner organisations, including the Foodbank, mobile SIM provider etc. ensuring replenishment of Leaving Custody Kit stock.
- Coordinating seasonal initiatives such as Christmas and Easter Gifts in HMYOI Wetherby, including liaising with local faith group partners who contribute and the organisation of volunteers to support.
- Undertake, as directed, development tasks leading to an enhanced service for our Participants.
- Participate in general office rota duties.
- Maintain appropriate confidentiality at all times.
- Attend external meetings and events, relating to communications, and partner engagement, including occasional evenings and weekends.
- Attend and participate in weekly team meetings and other meetings as required. To attend internal and external training sessions relevant to the post.
- Carry out any other reasonable duties for the benefit of In2Out as required by the Executive Director.

What we offer

- Flexible part-time working hours
- Possibility of hybrid working after successful completion of probation period
- Opportunity to gain insight into the workings of the Criminal Justice system and particularly Youth Custody.
- A supportive and collaborative working environment
- Opportunity to be part of a close-knit team of staff, volunteers and trustees who are passionate about making a difference to young people's lives.

Delegated Responsibility

Subject to discussion

Key Stakeholders

In2Out Board of trustees & management.
Funding bodies for this role
Partner organisations

Committee/Team membership

In2Out Office Team

Personal Specification

Essential skills and experience

- **Administration**

All staff are expected to manage the administration of their work using Microsoft Office, and once trained Atlas and Salesforce. This includes ensuring that records related to the role are kept secure and up-to date.

- **Excellent written and verbal communication skills**

You will be conversing and corresponding with a wide variety of people, including donors, faith group partners, chaplaincy teams, suppliers, training and venue providers and partner organisations. You must have an excellent telephone manner and be able to communicate clearly, professionally and with sensitivity.

- **Excellent organisational skills and strong attention to detail**

Enabling you to multi-task a number of different streams of work and to manage a regular schedule of events and output needs.

- **Team skills**

It is essential that you are a team player as you will be working in a small organisation providing a wide range of advice and support and will need to work with volunteers and members of the staff team.

Desirable (but not essential)

- **Experience in marketing and communications**

Including drafting/editing newsletters and partner updates

Updating for organisational website

Developing and posting social media content

Personal Attributes

- **Proactive and self-motivated**

- **Reliable and adaptable**

- **Strong problem-solving skills**

- **Comfortable managing competing priorities**

- **Boundaries**

Commitment to confidentiality and professional boundaries.

- **Diversity**

Understanding and application of the In2Out equal opportunities policy

- **Faith position**

Whilst we work with those of all faiths and none, many of our staff members and trustees are committed Christians, motivated in their work by their faith. Applicants should be in sympathy with this position.

- **Values**

This post will require an understanding of, and commitment to, the values of In2Out.

This job description describes the principle purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but it is not intended as a wholly comprehensive or permanent schedule and, in this form, is not part of the contract of employment.

In2Out is an equal opportunities employer and welcome applications from all sections of the community. A DBS check will be required for this role.

For information about the work of In2Out, please visit <http://www.in2out.org.uk>