



WE'RE HIRING... **EVENTS & COMMUNICATIONS ASSISTANT**

We're looking for a highly motivated individual to become part of the Matrix family as a Events & Communications Assistant

If you're enthusiastic, can communicate with a variety of audiences as well as organise events, we'd love you to be part of our innovative organisation that helps young people make the most of their lives.

WWW.MATRIXTRUST.COM/VACANCIES

Matrix | Allen House Pavilion, Guildford, Surrey | 01483 574900



Dear Applicant,

Thanks for your interest in joining the Matrix Family.

Why Matrix?

We're a fun team who work hard to achieve the aim of catalysing change for young people across Guildford Borough. We're passionate about building long-term relationships and providing activities within schools and the community that nurture, inspire, connect and empower young people, helping them make the most of their lives.

Right now we are investing into new projects as well as developing our more established ones and we're looking to grow a team who are keen to invest for the long-term, willing to put in the energy needed to make a tangible difference.

Why Guildford?

Don't be put off by thinking there are no needs amongst young people in Guildford, it's not what it seems on the surface. The needs of young people here are very real, amongst those who have, and those who don't – from mental health issues, to social isolation and from a lack of opportunities to poor life skills, for young people in Guildford life can be tough.

This year we have worked with nearly 300 unique young people on a regular basis, providing in-depth support for needs ranging from mental health to social and emotional development, and have impacted more than 2000 other young people across a range of activities and provision. Take a look at our latest newsletter to read some of our young people's stories!

Where does this role fit?

This role is essential to allow us to continue to grow and evolve to meet the needs of young people across Guildford Borough, by engaging the local community in fundraising events and communicating with them about our work. Working alongside our Fundraiser and the CEO this role will enable us to increase our community support and fundraising income. If you have good communication skills, love getting people involved and can take initiative while mucking in with a team this could be the role for you.

Come and join the adventure!

Thanks again for taking the time to look at our vacancies and I hope that you consider applying to become part of our growing team.

Kind regards,



Misty, CEO



OVERVIEW

Matrix are a Christian organisation that deliver essential youth work to young people from all walks of life in schools & communities across Guildford Borough.

We're looking for a highly organised and enthusiastic individual who is seeking an interesting and fulfilling role in an evolving charity.

You will plan and run all our community fundraising activities and communicate to our supporters and the local community via a variety of media.

This varied role includes: event planning and delivery, written, verbal and digital communication, database management and liaising with the local community.

Hours: 18.75 pw | Salary: £18,000 - 22,000 pro rata (depending on experience)

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Role Description: Events and Communications Assistant

This is an exciting role for a highly motivated and creative person who likes to communicate with others through face-to-face, written and digital methods. It will provide an opportunity to be active in, and impact the local community by joining our established and evolving charity.

A vital role to the charity, it will enable our delivery team to make a difference to the lives of young people by engaging the local community in fundraising and supporting us.

What would I be doing?

You will be expected to plan and run events (agreed with the senior team) and meet fundraising targets. You will also keep the local community informed through a variety of media and be responsible for promoting all events and the work that Matrix do, as well as helping to support promotion of delivery projects. This role will assist the growth and stability of the Charity. While you will have specific areas of responsibility (see below), you will also be expected to contribute towards the wider vision of the Matrix Trust where appropriate.

What do we expect from you?

This varied role includes: event planning and delivery; written, verbal and digital communication; database management and liaising with the local businesses, churches and the community.

The post-holder will ideally be creative, enthusiastic about our cause and an effective communicator, seeking an interesting and fulfilling role.

1. Charity Communications

- Manage the charity supporters database, ensuring it meets GDPR and Fundraising regulation requirements
- Write, edit and coordinate production and delivery of postal and electronic newsletters, in liaison with the CEO
- Plan, prepare and coordinate communication with Matrix donors, supporter Churches and the general public
- Write and submit press releases
- Keep the charity website up-to-date
- Monitor and update Matrix social media channels

2. Community Fundraising and Staff Events

- Plan, prepare, coordinate, promote and run Matrix community fundraising events, including recruiting volunteers, liaising with venues, gathering prizes / auction lots and finding sponsors
- Plan, coordinate and run Matrix team fundraising activities in liaison with staff
- Identify new fundraising opportunities within the community of Guildford, including new fundraising events as well as engaging churches, businesses and individuals in their own fundraising
- Plan and coordinate staff and volunteer events

3. General and Project Administration

- Assist the Project Leads in marketing and promoting their projects to young people
- Undertake general administration as required to support the team or the CEO that will enable the smooth running of the charity
- Provide regular reports on activity and progress
- Maintain accurate and thorough records of contacts, relationships and activities related to the role

How will it work?

This is a supportive role, but as Events and Communications Assistant you will be expected to operate with a level of autonomy appropriate to your role. You will work independently, but in close liaison with the Fundraiser, CEO and other Matrix team to fulfil your role.

This post is part-time, currently set at 18.75 hours per week (with the possibility of increased hours in the future) to be spread across the week (in consultation with your line manager).

The role will require some flexibility of hours around the time of events, hours can be altered and TOIL can be accrued in liaison with your Matrix Line Manager.

Team Expectations

Matrix is a small, established, but fast evolving and growing charity and there is therefore an expectation on all staff to be proactive and a fully-invested team player, supporting others in their busier seasons and the charity as a whole across the year.

The team are practising Christians working from within the Christian ethos and praying together regularly as a team, expecting you to do the same.

We expect you to:

- Fit in with our core values, to be: positive, relational, innovative, collaborative and fun
- Be committed to and passionate about the mission to catalyse change in young people's lives
- Be a pro-active member of the Matrix team and get involved in projects which benefit the mission of Matrix (e.g.: fundraising activities/events or prayer spaces)
- Take part in occasional team projects such as Ready 4 Action
- Work across agencies and Matrix teams

You will mainly be office-based, however, due to the nature of the charity and role, you may be expected to work some evenings and occasional weekends. All hours will be based at the Matrix office, unless previously agreed. Any specific changes to your working week will be cleared through your Matrix line manager.

What we offer you

- 5 weeks paid holiday, plus bank holidays and the office shuts between Christmas and New Year
- A mentor from a local church (if required)
- Training that develops your skillbase (as needed)
- Regular line management and supervision
- Flexible working arrangements, where possible
- A nurturing and supportive team

Hours: Part-time, 18.75 hours pw (working pattern flexible)

Salary: £18,000 - £22,000 (depending on experience)

Who are we looking for?

ESSENTIAL

- Confident written communicator, as well as excellent English writing skills
- Professional and confident verbal communication skills both on the phone and face-to-face
- Enthusiastic, positive and professional attitude
- High degree of accuracy and attention to detail
- Highly organised with the ability to work under pressure, including managing and delivering multiple projects concurrently
- Can engage and motivate others
- Develop professional relationships with external partners, and liaise with staff and volunteers
- Excellent IT skills
- Experience of successfully organising and promoting events
- Work well to targets and deadlines
- Creative and can use own initiative
- Active on social media
- Able to work effectively as a part of a team or independently
- Passionate about catalysing change in young people's lives
- This post has a GOR for the person to be a practising Christian agreeing with and supporting the ethos of the Matrix Trust
- A full UK driving licence - this role will require the applicant to travel between multiple locations (local to Guildford) at various times, so own car and clean driving licence is required

DESIRABLE

- Working knowledge of fundraising and GDPR regulations
- Community Fundraising experience
- Copywriting, PR or marketing experience
- Track record of working towards and achieving financial targets
- Proven ability to clearly convey complex information to a variety of audiences
- Understanding and experience of the youth or education sector



HOW TO APPLY

To apply for this post, you just need to do 2 things:

Complete the Application Form in the Application Pack

AND

Email it to hr@matrixtrust.com

Any questions, just give Misty a call: 01483 574900

All applications must be in by NOON, March 6th 2020

Interviews will take place week the following week | Start date April