



Enabling Young People to make Drug-Free Choices

Administrator



# About Hope UK

Children and young people are at the heart of Hope UK's mission.

Our vision is for children and young people in Britain living confident, healthy, drug free and fulfilling lives.

Our aim is to enable children and young people throughout the United Kingdom to develop the knowledge and skills they need to make drug-free choices. We do this through direct delivery of programmes to children and young people, as well as training those with responsibility for them, parents and youth workers, for example. Young people are encouraged to get involved with our work in a variety of ways, including membership of our youth branch, Generation Hope. We also develop local networks of community-based volunteers who work directly with children and young people as well as providing training for adults.

Our volunteers work with children and young people in schools and youth groups, providing interactive, age-appropriate educational sessions about alcohol, tobacco and drugs. Our experience of working with young people shows that many still do not realise how damaging regular excessive drinking, for example, can be. Life skills that enhance peer resistance and build confidence are woven into sessions designed to encourage healthy choices and enable children and young people to realise their potential.

As we develop our work, we are aiming to increase the number of trained volunteers around the UK to help meet demand. In particular, we are focussing on developing Generation Hope, our youth branch, giving young people age 11-25 opportunities to develop skills and knowledge through training and practical experience. Generation Hope also encourages a positive peer environment where young people can be safe, make friends and encourage each other. Generation Hope has a committee of young people steering the direction of the work, and the chair is co-opted onto the board of Hope UK.



*Street drug education by Generation Hope young people*

# Our History

## History of Hope UK

(Formerly the United Kingdom Band of Hope Union)

## The Temperance Movement

One of the first responses to the problems of excessive drinking in the 1800's was the formation of temperance societies. These usually had a Christian base and were initially composed of people who took a pledge to abstain from spirits and be moderate in their consumption of other alcoholic drinks. However, problems caused by excessive consumption of alcohol in society at that time were considerable and there was controversy as to whether moderate drinking of any alcoholic beverage was sufficient to tackle the problem. In 1832 the 'Seven Men of Preston', including Joseph Livesey, signed a pledge to totally abstain from intoxicating beverages. This was known as 'signing the pledge' The idea spread and temperance societies sprang up all over Britain.

## Beginning of the Band of Hope

In August 1847 Mrs Ann Jane Carlile was invited by the Leeds Temperance Society to speak at Day Schools, Sunday Schools and a meeting of local women. Mrs Carlile was an Irish lady who was concerned about the amount of excessive drinking amongst children and the effect that adult drinking was having on them. During her time in Leeds several children and young people showed an interest in her talks and 'signed the pledge'. It was suggested that a special temperance organisation be set up for children under 16. Its aims would be to teach children about Christianity and also the problems associated with drinking and to encourage them to live a healthy, alcohol-free lifestyle. In November 1847 the first meeting of this group took place in Leeds. About 300 children attended, 200 of whom 'signed the pledge' for the first time, the rest having already done so. The group became known as the 'Band of Hope'. The pledge of the Leeds Temperance Band of Hope was 'I, the undersigned, do agree that I will not use intoxicating liquors as a beverage'.

At around the same time other groups were starting the same kind of children's clubs and many of them took the name 'Band of Hope', together becoming the Band of Hope movement. In 1855 the UK Band of Hope Union was formed.



The Band of Hope movement embraced all sorts of activities - it produced a children's hymn book, wrote children's songs, ran and started more children's clubs (the essence of the work), held bazaars, produced booklets, leaflets, magic lantern slide shows, etc, sent qualified medical men to give lectures in schools, held competitions and festivals, and crowned pageant queens every year.

By 1897, the estimated membership was nearly 3.5 million. Queen Victoria became patron in 1897, the Jubilee year, and several celebrations were held.

## **Decline during the 20th century**

In some ways it could be said that the success of the Band of Hope caused its own decline. As alcohol misuse became less of a problem and as legislation improved there seemed to be less need to work so fervently in this area and like many of the other social reform charities formed in Victorian times, the Band of Hope began to decline.

## **Recent years**

In recent years, the United Kingdom Band of Hope Union has changed and adapted. This included changing its name in 1995 to Hope UK. With the increased use of illegal drugs, the Band of Hope had widened its field of education to include drugs other than alcohol. It works in two ways – by doing drug prevention work through local trained volunteers (both in formal and informal settings) and in developing opportunities for young people through its youth branch, Generation Hope.



*Hope UK Educators at their annual conference*

# About this Appointment

As Hope UK is changing and developing, we have felt we need to have one person with great admin skills to manage the administrative tasks relating to various activities within the organisation.

## **Job Description:**

As administrator you will support our work by ensuring the smooth running of various administrative processes. You will also be responsible for administrative tasks that support other staff members (e.g. Finance) As the staff team is small, you will also be expected to do some work that will take you out of the office, representing Hope UK on occasion, and helping with other activities. This may also involve some weekend work.

**Accountable to:** CEO

**Based at:** 50 Gold Street, Kettering, Northants

**Hours of work:** 35 hours per week. Time off in lieu for out of office hours duties.

**Pay Point:** Band 2 (£19,000 - £27,000)

**Annual leave:** 22 paid days (plus 3 days between Christmas and New Year when the office is closed) plus Bank Holidays.

*Every effort has been made to be fairly specific about what is involved, but as with any evolving organisation these may change or develop over time*

### 1. Responsibility for volunteer recruitment administration.

- Sending out application packs
- Sending out and receiving references
- Reviewing applications and references and referring to relevant staff member, highlighting any issues/concerns
- Filing and maintaining spreadsheets/database
- Monitoring progress
- Appointing an interviewer
- Processing a new volunteer once they have been approved and signed up
- Keeping recognition admin up to date

### 2. Responsibility for Safeguarding administration:

- Updating the database with relevant information
- Ensuring all DBS checks are up to date.  
Developing and managing systems for accurate record

### 3. Open College Network admin:

- Completing and uploading registration documents
- Completing and uploading award documents
- Maintaining up to date information on the database

### 4. Bookings (sessions, detached work etc.):

- Responding to requests for bookings, recording information on the database and communicating with relevant educators.
- Liaising with educator support staff, providing necessary paperwork to host and educator(s) and raising invoices where necessary
- Ensuring monitoring and evaluation questionnaires are completed and recorded.
- Organising exhibitions by booking events, making sure payments are made and getting relevant staff or volunteers to cover the event

### 5. Resources:

- Maintaining a stock of resource packs available for team members and organising volunteers to help collate material into packs.
- Distributing resources as needed and ensuring their return to Hope UK

### 6. Training:

- Booking and liaison with venue for training
- Preparing and distributing information to delegates
- Booking in delegates, updating the database and spreadsheets as necessary.
- Organise catering volunteers and catering supplies as necessary (May also help with weekend catering from time to time)
- Organise the Annual Conference with the CEO

### 7. Other:

- Lead office prayers (rota)
- Organising stationery supplies, sending birthday cards, PAT testing/fire alarms and arranging for any necessary work on the building (e.g. lighting/plumbing)
- Helping with governance (e.g. helping prepare Annual Review)

## Person Specification:

Education	Essential or Desirable
1. Educated to A level standard or equivalent	E
Experience	
2. Previous experience of working in an office environment	E
3. Experienced in using Office 365 and updating databases	E
Skills/Abilities	
4. Ability to interact courteously and effectively with a wide range of people	E
5. Excellent communication skills face to face, on the telephone and in writing	E
6. Excellent interpersonal and customer service skills, with the ability to communicate effectively with a diverse range of people, establishing and maintaining effective working relationships	E
7. Ability to develop and maintain effective information systems	E
8. Ability to work unsupervised, use initiative and take responsibility for tasks	E
9. Ability to demonstrate a methodical, organised and flexible approach to work.	E
10. Able to work as part of a team and on own initiative.	E
11. Ability to plan, organise and prioritise workload to meet deadlines.	E
12. Ability to remain calm under pressure.	E
Personal Qualities	
13. A clear commitment to the Christian faith	E
14. Drug free (including legal substances but not medicines)	E
15. Able to work flexibly when necessary (for example at weekends) and able to be away from home when needed	E
16. Able to travel within the UK	E

### PLEASE NOTE:

Hope UK is a Christian drug education and prevention charity working to enable children and young people to make drug-free choices. This includes the promotion of alcohol and drug-free options. Our members are Christians who have chosen lifestyles free from the use of alcohol and illegal drugs. This also applies for all staff that have responsibilities to represent Hope UK and/or have management duties.

The duties of this post include representing the Christian ethos of the organisation. Because of this, Hope UK's Trustees and CEO have designated that there is an Occupational Requirement (under the terms of the relevant employment regulations) that the post-holder be a Christian.