 May 2021

***tastelife is a registered charity No 1158516. It is a supportive and educational charity that aims to inform people about eating disorders. It provides tools for recovery for those who suffer and those who care; and preventative resources for young people.***

* **tastelife is intended as an additional resource to NHS support – in particular, the tastelife community course is designed to offer help to the many who do not receive NHS care.**
* **Its ethos is that everyone has the potential for full recovery from eating disorders, but this can only be done in baby steps that the sufferer chooses to make. It provides encouragement to believe that recovery is possible and tools to help make choices for moving forward.**
* **It supports women and men, girls and boys, with any kind of eating disorder (primarily anorexia, bulimia, and binge eating disorder). No diagnosis is necessary. Participants can be self-referred or referred from agencies including the NHS.**
* **It is unique in bringing sufferers and carers together, acknowledging the latter’s need for support, for the mutual benefit of sufferers and carers.**
* **tastelife as a charity is open and applicable to all. Its ethos is based on Christian principles of health and wholeness, while not actively promoting the Christian faith. Its resources are therefore adaptable for, and sensitive to, those of all faiths or none. However, those who are in key positions are expected to be in sympathy with the Christian faith and the ethos of tastelife.**

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| Job Title | Network Administrator |
| Reporting to | Network Coordinator |
| Location | Office and home-based with visits to Kenilworth weekly, and travel elsewhere as necessary to fulfil the role. |
| Hours | 15 hours; some flexible, but all day Tuesday. Working from home one day and in-person one day. There will be some variation in the hours required each week. Minimum of two weekends’ work per annum - one being the leaders’ conference; plus working away from home on occasions. |
| Status | Self-employed. Contract notice one month; after probation period (initially 4 weeks). |
| Payment | £11.50 per hour. |
| Application process | To apply please send a CV and covering letter to  Marie-Ellen Dove [admin@tastelifeuk.org](mailto:admin@tastelifeuk.org) by Mon 21st June 2021. For more information please call Sarah Watson, Network Coordinator - 07739 735386. Interviews to be held on 5th July. References will be requested. |

**Network Administrator**

An opportunity to join our lovely team and be part of this exciting and fast-growing charity. The Network Administrator offers vital support to the Network Coordinator and provides crucial support to motivated volunteers.

The duties will include but not limited to:

* Working with the Network Coordinator and core team to promote and administer effective community courses.
* Allocating participants to courses
* Respond to emails and calls
* Respond to volunteer Course Leaders’ queries
* Thank you cards for course leaders
* Drafting responses to eg surveys
* Drafting and assembling regular leaders’ newsletter
* Prepare for assessment of evaluations (termly)
* Manage the general courses’ email (regular checking)
* Assist with creating support for leaders - gather information and draft
* Facebook posts in the leaders’ group

**About you**

We are looking for someone with the right competencies and skills, and with personal qualities which are consistent with our values:

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| Values | Behaviours | Expectations of your role |
| Caring | Primary motivation to care for those with eating disorders and their supporters | Approach tastelife contacts with both compassion and efficiency – you are the face and voice of tastelife for many |
| Resourceful | Committed to ongoing resourcefulness in the area of eating disorders | Demonstrate resourcefulness, be proactive – bring creativity |
| Fun | Enjoying bringing back fun – a quality often severely lacking in the world of eating disorders | Encourage a light touch in others as well as demonstrating it |
| Professional | Committed to excellence in provision, in line with our accreditation, but without perfectionism | Demonstrate and expect a careful and thorough approach. Flexible and teachable |
| Christian | To be an active participant in a local Christian community | To participate in staff prayers and personal prayer for tastelife |

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| Skills and experience |  |
| Essential | * Excellent administration skills * Good organisational skills, able to work to deadlines * A team player * Excellent IT skills and the ability to work with various software packages (including Google Drive and Microsoft Office), website management and social media * Excellent verbal and written communications skills * Exceptional people skills * Good problem solving skills * Ability to prioritise workload effectively * Self-motivated, and willing to work remotely * Ability to maintain good relationships with a variety of volunteers * Sensitivity to eating disorder issues with a caring approach * Use of car and happy to travel * Demonstrate clear accountability for work area, logging how time used; plus flexibility in work patterns |
| Desirable | * Experience of working within the charity sector * Educated to degree level or equivalent * Knowledge of canva and mailchimp * Previous experience of supporting volunteers |