



## **ADMIN/WELFARE OFFICER, FRASERBURGH**

### **Background**

Are you confident, approachable and empathetic? DO you want a job where you make a difference every day? Can you listen as well as talk, be organised as well as flexible? If this is you then you should take the next step and apply to join the family of the Fishermen's Mission.

We are looking for an Administration/Welfare Officer to work in our Fraserburgh Office. Alongside providing much needed admin support at the office this job is about fishermen and their families. You need to be able to walk alongside people in the good times and the bad. They will need you to offer guidance and answers that will offer practical solutions and make a real difference. This is one of the most rewarding jobs you could ever hope to have.

The Fishermen's Mission is a Christian charity that has been around since 1881. We help active and retired fishermen and their families around the whole of the UK coastline. You could be part of our vital work. We are looking for the right person. Someone who is organised and logical, can plan out their own day, talk to someone without waiting for an introduction, listen carefully and respond with compassion. Sounds like you? Get in touch.

### **The Role**

This is a part time post working 20 hours per week. There is complete flexibility in relation to how the hours are constructed. This role reports to the Fraserburgh Mission Area Officer, (MAO). The Admin/Welfare Officer will support the MAO in the delivery of the Fishermen's Mission's work in a number of ways, including the following:

#### **Administration**

Responsible for the day to day duties of an admin office, responding to the requests of the MAO and requests from Head Office, have a flexible approach to matters not within the main streamline of their daily procedures.

General administrative duties to include (but not limited to) answering the telephone and dealing with queries, writing letters, update of records, monthly accounts submissions to Head Office, management of the MAO's diary, handle petty cash, involvement in fundraising events, payment of invoices and day to

day banking. A sound knowledge of Microsoft Office and Sharepoint programs is highly desirable.

### **Welfare Worker**

To undertake welfare work as directed by the MAO, to assist in case working as directed by the MAO, undertake regular home visits both as required and as part of the Cornwall Strategy, to identify and develop new welfare cases, work within the local area Strategy.

- **An ability to respond quickly with pastoral, welfare, and practical support for fishermen and their families when accident strikes.**
- **A special emphasis on the welfare support of retired and active fishermen and their families, especially those in particular need – this is likely to include home and some hospital visiting.**
- **To participate in the development of good relationships with active fishermen in local harbours.**
- **Identify and develop fundraising opportunities within the ports**
- **Process and submit grant applications.**
- **Distribute regular grants on behalf of our partner organisations**

The Fishermen's Mission is a Christian organisation. It is an occupational requirement that the person appointed to the post is a practicing Christian.

Appropriate expenses will be paid. An ability to drive and access to a car is essential. Car use is reimbursed at 45 pence per mile. A mobile phone will be provided. Training and support will be available. An Enhanced DBS clearance is required. This is a uniformed post and it is expected that uniform will be worn in the course of Fishermen's Mission duties.

The Fishermen's Mission offers ongoing support and training and it is hoped that the successful candidate will enjoy being part of a growing and rapidly developing team.

### **Terms and Conditions**

**Based:** In the Fraserburgh Fishermen's Mission Office

**Formal position:** Uniform wearing, salaried member of staff.

**Hours:** 20 hours per week 8 hours admin and 12 hours welfare/port work

**Line management:** Local Mission Area Officer

**Annual Salary:** £10,347.86 per p.a

**Probationary period:** 3 months.

**Group personal pension plan:** available on satisfactory completion of 3 months service.

**Life Assurance:** up to four times annual salary.

**Holiday:** 25 days annual leave plus public holidays, (pro rata is 13 days inclusive of public holidays).

**Application and interviews**

- Application forms are available on the Fishermen's Mission's website [www.fishermensmission.org.uk/get-involved/vacancies](http://www.fishermensmission.org.uk/get-involved/vacancies)
- The closing date for applications Thursday 7 March 2019
- Interviews will be held on Thursday 14 March 2019 at the Fishermen's Mission, Heritage House, Shore Street, Fraserburgh, AB43 9BP

Appointment will be subject to receipt of satisfactory references and PVG Scheme membership.