

SHEPPEY MATTERS

JOB DESCRIPTION

Position: Project Administration Assistant

Project: Roots to Thrive

Location: Isle of Sheppey, Kent

Employment type: Fixed Term (3-year project)

Salary: £23,132.20 per annum (Full time equivalent based on 35 hours per week, pro rata)

Hours: 25 hours per week

Reports to: Community Co-Ordinators

About Sheppey Matters – Roots to Thrive

Sheppey Matters is a community-based organisation dedicated to improving wellbeing, resilience, and opportunities for residents across the Isle of Sheppey. The Roots to Thrive project provides an inclusive, accessible, community-led programme integrating nature connection, physical activity, creativity, and environmental action, through workshops, group activities and targeted wellbeing initiatives. The programme aims to reduce health inequalities and ensure all residents can benefit from meaningful wellbeing support.

This role is central to ensuring the smooth running of the project and supporting both participants and staff with efficient, compassionate administrative support.

Position Summary

The Administration Assistant will provide comprehensive administrative and operational support to the Roots to Thrive Project team and wider office provision. You will be the first point of contact for participants and stakeholders, ensuring professional communication, accurate record-keeping, and effective coordination of programmes and events.

The ideal candidate is highly organised, detail-oriented, approachable, and committed to supporting community wellbeing initiatives.

KEY RESPONSIBILITIES

Administrative Support

- Provide day-to-day administrative support to the Project Team and wider office administration provision.
- Manage calendars and room bookings.
- Maintain organised filing systems and CRM system.
- Act as the first point of contact for participant enquiries (phone, email, in person).
- Support participant registration, forms and data entry. Maintaining confidential records in line with GDPR requirements.
- Co-ordinate logistics for workshops, group sessions, and community events.
- Track attendance and assist with monitoring and evaluation data collection.
- Assist in preparing reports for funders.
- Support budget tracking and financial record-keeping.
- Liaise with suppliers and venue providers.
- Support social media scheduling and website updates.
- Hands-on role in recruitment and ongoing support of volunteers.

QUALIFICATIONS AND EXPERIENCE

Essential

- Previous experience in an administrative or office support role.
- Strong organisational and time-management skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Ability to handle sensitive information with discretion.
- Inclusive, respectful, professional, and community-focused approach.

Desirable

- Experience in the charity sector.
- Knowledge of GDPR and data protection practices.
- Experience supporting funded projects.

PERSONAL ATTRIBUTES

- Compassionate, empathetic, reliable and proactive.
- Able to work independently within a diverse team.
- Committed to promoting equality, diversity and inclusion and accessibility.

Working Conditions

- Based on the Isle of Sheppey, with occasional travel within Kent if required.
- Occasional evening or weekend work to support events.
- Fixed-term contract aligned with project funding.
- Enhanced DBS check required.
- Reasonable adjustments available for candidates and employees.

CLOSING DATE: Friday 24th April 2026

HOW TO APPLY

Please submit your application form, CV and a covering letter outlining your suitability for the role, marked Private and Confidential, to: rebecca@sheppeymatters.org.uk or Rebecca Gebbie (CEO) Sheppey Matters, Sheppey Healthy Living Centre, Off Royal Road, Sheerness, Kent ME12 1HH

Sheppey Matters is an equal opportunities employer and welcomes applications from all sections of the community. We are committed to safeguarding and promoting the welfare and rights of vulnerable adults and young people.