



# Job Advertisement: Join Our Team at HIP (Head injured people) in Cheshire

## Exciting Opportunity Awaits You

Are you looking for a chance to work with a friendly small local charity and make meaningful impact? We're searching for passionate, motivated, and creative individuals to join our team. If you're ready to embark on a rewarding journey and help shape the future of our organisation, we want to hear from you!

## About Us

Founded to provide support to those with an acquired brain injury and their family and carers our charity is the only charity in Cheshire that provides this support using all the funds raised by us for the people of Cheshire with an acquired brain injury. Our aim is that no person with an acquired brain injury in Cheshire should be lonely or isolated. We pride ourselves on our collaborative culture, commitment to integrity, and our focus on empowering our members to reach their full potential. We work with other voluntary agencies to provide support and help to our members.

## Position: Administrator/Co ordinator

We are currently seeking an Administrator / Co Ordinator to join our team. This role is open to candidates who are enthusiastic about making a difference to the charity and eager to take on diverse challenges. You will play a vital role in driving our mission forward and contributing to our ongoing success.

## Location

Based in our office based at the Acquired Brain Unit at the Countess of Chester Hospital our team enjoys a flexible working environment with the option for remote work depending on the needs of the role.

## Salary & Benefits

We offer a competitive salary package commensurate with experience and qualifications currently the rate for someone who meets all our requirements is £16.89 ph. Our benefits include:

- Generous annual leave
- Pension scheme
- Flexible work arrangements
- Inclusive and diverse workplace culture

## Key Responsibilities

As an Administrator/Co Ordinator, you will

- Provide administrative support for the Co Ordinator/Fundraiser and Ops Manager
- Ensure all HIP databases are accurate, maintained and developed, and that quality control systems are in place.
- Support the volunteer programme to recruit, train and support volunteers to contribute to the HIP strategy and operational plan.
- Support the marketing and digital strategy to maximise the profile of HIP in the media and social media.
- Oversee monitoring and evaluation requirements to support the growth of the charity minute take, organise meetings and manage correspondence.
- Attend member events as required

## About You

We are looking for individuals who are:

- Highly motivated and proactive
- Excellent communicators, both verbal and written
- Creative thinkers with problem-solving skills
- Team players who thrive in collaborative settings
- Adaptable and resilient
- Organised and able to manage multiple priorities
- Passionate about working towards the aims of HIP

## Qualifications & Experience

Essential:

- Computer literate – Microsoft Excel, Word, PowerPoint, Outlook, social media.
- Excellent communication skills – able to communicate effectively at different levels.

- Excellent interpersonal and relationship-building skills.
- Excellent organisational skills.
- Experience of working in an administrative capacity
  - Self-motivated and able to use own initiative.
  - Able to plan, manage and prioritise own workload.
  - Able to work on a number of projects simultaneously.
  - Able to work under pressure and to deadlines.
  - Strong team work ethic.
  - Flexible approach to working
  - Empathy with members.
  - Awareness of Health and Safety issues of self and others.

Desired:

- Knowledge of working with a disability group
- Knowledge of working with people with acquired brain injury
- Experience of social media and website management
- Experience of leading a small number of volunteers
- Evidence of successful working with another charity organisation
- Website management

## Our Commitment to Diversity & Inclusion

We believe diversity is key to innovation and success. Our team reflects a wide variety of backgrounds, perspectives, and talents. We are committed to creating an inclusive environment where everyone is valued and empowered to contribute. We encourage applications from all qualified candidates regardless of age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

## Why Join Us?

- Engaging Work – Be part of impactful projects that make a real difference.
- Work-Life Balance – Flexible schedules and initiatives that recognise the importance of your wellbeing.
- Community Involvement – Participate in an important charity and to work in partnership with other organisations.

### How to Apply

To apply, please submit the following:

- Your CV or resume
- A cover letter outlining why you are the ideal candidate for this role
- Any relevant supporting documents or portfolios

Send your application to [info@hipincheshire.org.uk](mailto:info@hipincheshire.org.uk) by 5<sup>th</sup> September. Early applications are encouraged, as we will review applications on a rolling basis.

## Selection Process

- Application review: We carefully assess each application for qualifications and fit.
- Initial interview: Selected candidates will be invited for a virtual or in-person interview to discuss experience and expectations.
- Skills assessment: You may be asked to complete a practical task or assessment relevant to the role.
- Final interview: Top candidates will meet with the Treasurer and Chair.
- Offer: Successful candidates will receive a formal offer and details for onboarding.

## Frequently Asked Questions

### Can I apply if I do not meet all the requirements?

Absolutely! We value potential and enthusiasm. If you believe you have the skills and passion to contribute, we encourage you to apply.

### Is remote work an option?

We offer flexible working arrangements, including remote or hybrid options, depending on the position and Charity needs.

## What is the company culture like?

Our culture is built on respect, collaboration, and mutual support. We celebrate achievements, encourage creativity, and strive to make every team member feel included.

## Are there opportunities for training?

Yes! We believe in continuous learning and provide access to workshops, courses, and conferences to help you stay ahead.

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## Ready to Take the Next Step?

If you're driven to make an impact and want to join a forward-thinking charity where every voice is heard, we'd love to hear from you. Discover your next challenge and grow with us – apply today!

We thank all applicants for their interest in joining our team.