



**JOIN OUR FIGHT
FOR CHILDREN LIVING
ON THE STREETS**

FINANCE AND ADMIN ASSISTANT
RECRUITMENT PACK

children RAILWAY
Fighting for street children



WE BELIEVE IN A WORLD WHERE NO CHILD HAS TO LIVE ON THE STREETS

At Railway Children, we fight for vulnerable children who live alone and at risk on the streets, where they suffer abuse and exploitation. They run away or are forced to leave homes where they suffer poverty, violence, abuse and neglect.

They find themselves living on the streets because they've nowhere else to go and nobody to turn to.

Every day we fight to change their story.

STREET CHILDREN ARE ABUSED, PIMPED, BEATEN, SOLD AND TRAFFICKED

Abusers know exactly where to find them and how to lure them in. Once in their hands, most street children are lost forever. We're there to reach them first.

With projects in the UK, India and East Africa, we aim to reach these children as soon as they arrive on the streets and intervene before an abuser can.

Our pioneering work enables us to get to children before the streets get to them.



WE KEEP CHILDREN OFF THE STREETS FOR GOOD

WE DO THIS IN THREE WAYS

ON THE STREETS

We race to reach a child on the streets before abusers, drug dealers and traffickers do. Finding them shelter, food and support is the first step.

IN COMMUNITIES

We work with families, neighbours and wider communities to raise awareness, change perceptions and to help all children get the support they need to stay safe.

WITH GOVERNMENTS

If the system doesn't change, nothing does. We lobby governments, pressurise and campaign until we get the policy changes that keep children safe, well and off the streets forever.



WE WILL NEVER STOP FIGHTING FOR STREET CHILDREN. WILL YOU?

At Railway Children, we see ourselves as warriors, united in changing the long-term future for children living alone and at risk on the streets.

Our passion and values underpin everything we do. They unite us and provide the energy and optimism that drives us to work harder and harder for the children and young people we are privileged to help.

If you share our passion and our values, the chances are, you'll fit right in.

Effectiveness

Our work is constantly judged on results and impact and then assessed to ensure maximum return on investment, both in our programme outputs and financially. Every penny of donors' money is invested with care and attention to detail.

Innovation

We think outside the box, and are constantly reviewing our work to find new and improved ways of doing the best for our beneficiaries. We are a leader, not a follower and constantly push ourselves to deliver sector leading work.

Bravery

We are not afraid to push the boundaries, ask the tough questions, try new things or challenge the norm in order to change the world.

Honesty & Integrity

We will always act with integrity towards our supporters, partners and peers, acting in the best interests of our beneficiaries at all times.

Sound like you? Then read on...



THE ROLE

FINANCE AND ADMIN ASSISTANT

Salary: Circa £19,000 pa
Full time: 37.5 hours
Location: Sandbach

JOB PURPOSE

The post will be responsible for assisting in the processing of income and acts as the first point of contact for enquiries from the general public. The role also covers general office duties.

KEY RESPONSIBILITIES

FINANCE AND INFORMATION SYSTEMS DEPARTMENT

Work with the Finance Manager to:

- Process income onto company systems including:
- Process event income onto Donorflex
- Liaising with the Events team re available spaces and take bookings for events
- Process postal income onto Donorflex
- Cash received into the office
- Banking of receipts
- Seasonal assistance with Xmas card income processing

Office duties:

- Answer the phone and provide first contact point for supporters
- Reflect supporter communication preferences on Donorflex
- Provide a reception service for office visitors
- Inbound post distribution
- Process outbound post
- Review and action emails in the generic organisational inbox
- Maintain kitchen and stationery supplies
- Filing of finance paperwork
- Assist in annual external audit preparation

GENERAL DUTIES

- Uphold and work within Railway Children's policies and procedures.
- Conduct yourself in accordance with the rules of the Child and Adult Safeguarding Policy and Code of Conduct in your personal and professional life – which includes reporting suspicions of child abuse or any other breach of these policies.
- Actively promote and embody Railway Children's core values of Integrity, Bravery, Innovation and Effectiveness across the organisation and partners.
- Travel to Railway Children's field operations as and when required.
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.

PERSON SPECIFICATION

EXPERIENCE

- Experience of finance and admin work – at least two years' experience in a support role

EDUCATION/QUALIFICATIONS

- A good standard of general education and/or training

KNOWLEDGE AND SKILLS

- Proficient in Office 365 – Excel, Word and Outlook
- Excellent data inputting skills
- CRM database experience – Donorflex (desirable, but training can be given)
- Practical approach to problem solving
- Flexible approach to working
- Effective at time management and prioritising

APTITUDE

- Ability to multi-task whilst maintaining a high level of accuracy and be able to work in a very busy open plan office environment
- Excellent telephone manner with an ability to empathise with our supporters and effectively communicate our work to them in conversation
- Demonstrable commitment to and the ability to uphold and promote Railway Children's core values of Integrity, Bravery, Innovation and Effectiveness in all activities.
- Understanding of the importance of an organisational Code of Conduct and Safeguarding policy.



OUR HOME

SANDBACH, CHESHIRE.

Railway Children HQ is conveniently located in the market town of Sandbach, just two minutes from Junction 17 of the M6 motorway. No need for wishing your life away in the car or on public transport whilst trying to get into a city centre – our location is easy to get to, has loads of free parking and plenty of shops and cafes for lunch breaks.

We attract staff from all over the North West, with Manchester city centre just a 40 minute commute and Liverpool less than an hours drive.

Some of our staff think that Sandbach is so great, they live here. As well as the many shops, bars and restaurants, the town has numerous sports clubs, great schools and of course the weekly market.

If you're a fan of live music, the market occasionally attracts a busker who performs his very small repertoire of Oasis songs directly outside our offices.

Local bus routes run through the town and Sandbach Railway Station is well connected to the main Manchester – Crewe line.





A GREAT PLACE TO WORK.

THE BENEFITS

As well as helping some of the world's most vulnerable children and young people, there are some great perks if you're lucky enough to work for Railway Children.

Project Visits

Where possible we encourage our staff to visit our projects and experience the work we do. That could be here, India, or East Africa.

Time Out

You will start with 25 days holiday per year to recharge the batteries, after three years this will increase by an extra day per year until you reach a very relaxing 30 days leave.

'Railway Children Day'

We might not be able to fund a Christmas party but because our Trustees value what we do, they grant an additional day per year where the office is closed, usually around Christmas time.

A culture we're proud of

Driven by our CEO, family values are at the heart of our culture and make Railway Children an incredible place to work. As well as a flexible working environment, it's one of the reasons why our staff retention is so impressive.



STILL INTERESTED?

HOW TO APPLY...

To apply for this position, please complete the application form at www.railwaychildren.org.uk/who-we-are/jobs/ and return it to jobs@railwaychildren.org.uk. Please note that Railway Children will only accept applications made using this application form and will not accept CVs.

Closing date: 31st May 2019

Due to the number of applications often received, only those to be invited for interview will be informed of the outcome of their application. Applicants who have not heard within two weeks of the closing date should assume they have been unsuccessful.

At Railway Children we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of vetting checks including criminal records check.

THANK YOU.

RAILWAY
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