



Growing Hope Solent |
Registered charity 1211675

King's Community Church, Upper Northam Road,
Hedge End, SO30 4BZ |
07519 965200 | solent@growinghope.org.uk

Job Description & Person Specification

Growing Hope Solent Administrator 6 hours weekly

Location: Hybrid; working from home with monthly team meetings at Kings Community Church, Hedge End.

Part time – up to 6 hrs weekly. (flexibility available allowing for hybrid working)

Freelance working; £15 per hour

Application form – <https://docs.google.com/forms/d/e/1FAIpQLSf6m2br-B65yHT6Fiq7ilB8yP2q564JeldlGbzGAgdeM-lWNg/viewform?usp=header>

Application Deadline: 5pm 30th June 2026. Applications may close early.

Proposed interview date: 6th July 2026

Start date: September 2026

Summary

Growing Hope is a charity providing free therapy for children and young people with additional needs in partnership with local churches across the UK. We aim to grow hope for children, hope for families and hope in Jesus. Growing Hope was founded in December 2017 and has a vision to see 20 clinics set up across the UK by 2030. We have ten local charities across the UK in King's Cross, Brockley, High Wycombe, Redbridge, Maidstone, Farnham, Solent, York, Tunbridge Wells and Ipswich, some of these are still in set up phase. We have worked with over 1000 children, young people, parents, carers and siblings since we launched.

Growing Hope Solent are currently recruiting for a creative and motivated Administrator to join our team at the Growing Hope Solent clinic which opened in June 2026. This is a hybrid position; most of your work will be remote with an expectation to join a team meeting monthly. You will work alongside a multi-disciplinary team of therapists consisting of a speech and language therapist, occupational therapist, and counsellor.

Growing Hope promotes equality, diversity and inclusion in our workplace. We make employment decisions by matching business needs with skills and experience. We are happy to talk about flexible working, personal growth, and to promote a workplace where you can be yourself and achieve success based only on your merit.

Providing free therapy for children and young people with additional needs and their families in the Solent area in partnership with King's Community Church, Hedge End.

We are looking for employees who are committed to Growing Hope's vision and values and can demonstrate these within their interview.



Job Summary

We are seeking a reliable and organised Freelance Administrator with previous admin experience, to provide essential administrative support to our growing charity. The successful candidate will help ensure the smooth day-to-day operation of our services by managing administrative tasks, maintaining accurate records, and supporting communication with families, volunteers and therapy staff.

Responsibilities

- Provide general administrative support to the charity's leadership team.
- Manage emails, correspondence, and enquiries in a professional and timely manner.
- Maintain and update databases, records, and filing systems.
- Assist with scheduling meetings, appointments, and events.
- Prepare documents, reports, and meeting notes as required.
- Support volunteer and service user administration, including maintaining accurate records.
- Support the coordination of charity activities, programmes, and events.
- Ensure compliance with data protection and confidentiality requirements.

Communication

- To access information via computer system and phone system.
- To provide accurate, detailed reports for families and professionals involved with children.

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- To deal with complaints sensitively.
- To follow Growing Hope's procedures and guidelines with regards to reports and communicating information.

Confidentiality and data protection

- To maintain confidentiality of all children and families seen within the clinic.
- To maintain data protection in line with Growing Hope's information governance policy.

Occupational Requirement

- This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010.

The ideal candidate will have a genuine interest in working in the charity sector.

ESSENTIAL

- Excellent administrative and organisational skills.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint.
- Ability to manage multiple tasks and prioritise workload effectively.
- High level of accuracy and attention to detail.
- Experience maintaining records, databases, and filing systems.
- Ability to work independently and as part of a team.
- Professional, friendly, and compassionate approach when interacting with families and volunteers.
- Strong time-management skills and ability to meet deadlines.
- Commitment to the values and mission of Growing Hope.

DESIRABLE

- Previous experience working in the charity or non-profit sector.
- Experience supporting volunteers, events, or community programmes.
- Knowledge of safeguarding principles and practices.
- Familiarity with CRM or database systems
- Experience coordinating meetings and arranging schedules.
- Understanding of the challenges faced by children and young people with additional needs and their families.
- Experience working in a healthcare, education, faith-based, or family-support environment.



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- Understanding of confidentiality and data protection requirements.