



## COLCHESTER KORBAN PROJECT

**Role Title:** Administration Coordinator  
**Location:** Hybrid, working from home and in Colchester  
**Hours:** 14 hours per week, Mon – Fri and an occasional evening, Saturday or Sunday  
**Salary:** £9,854.46 (FTE 37.5 hours = £26,395.88), 3 year fixed term contract initially  
**Start date:** Immediate start available

Do you want to play a key role in an innovative local charity helping young homeless people? Do you have excellent administrative skills and a passion to facilitate our work helping vulnerable young people realising their potential?

Colchester Korban Project has provided supported housing for 16-25 year olds since 2008. We are a dynamic and caring Christian charity that helps the young people we look after feel like they have a home again. 80% of our residents move on positively, including 5 going to university over the last 7 years.

We seek a part-time Administration Coordinator to join our dedicated team working closely with the Chief Executive. You will have excellent time management skills and be able to prioritise your own workload. When working in the Korban office you will be balancing different tasks, and working from home will require self-motivation. You need to be comfortable and confident in communicating with our residents, as well as developing relationships with a multitude of stakeholders including outside agencies, trustees, supporters and the public. Excellent IT skills are essential, being proficient with Microsoft (word, excel, outlook etc) and able to learn and implement new software packages as necessary. You will have no problem in turning your hand to a wide range of tasks - including organising events, communicating with supporters, keeping accurate accounting records, supplying financial reports, managing payroll and elements of HR, updating our database, managing our website, posting on social media and ensuring sufficient office supplies and other stock levels. Everything we do is for the safety and wellbeing of our residents and we want every member of the team to feel passionate about their contribution to that vision.

Each day can bring fresh challenges at Korban so you will need to be proactive, flexible and a team player. You will also need to be sympathetic to the Christian origins and able to uphold the Christian ethos of Korban. The successful candidate will be subject to a satisfactory enhanced DBS check and 2 references.

Please email [mark@korban.org.uk](mailto:mark@korban.org.uk) / [lizzie@korban.org.uk](mailto:lizzie@korban.org.uk) for a role description and application form or go to the website [www.korban.org.uk/vacancies](http://www.korban.org.uk/vacancies). You can also call Mark Wood or Lizzie Wallace on 01206 869533 if you wish to have an informal discussion about the role prior to applying.

**Application deadline: 9am, Monday 3<sup>rd</sup> February 2025**