



# Pecan Recruitment Pack

**Pecan was established in 1989 as a response by the local churches to some of the social and emotional issues facing people in Peckham. Since then, the charity has provided practical and emotional support to people challenged with barriers such as unemployment, a criminal record, hunger, disability and even a lack of confidence in seeing an end to the difficult situations they face. Our heart continues to be in Peckham with an outreach across the borough of Southwark and other communities in our great capital city.**

*Pecan is a registered charity and a Company Limited by Guarantee, for more information on our history, please visit our website.*

## Our Ethos

As an inclusive Christ centred organisation, Pecan seeks to treat all people with dignity, openness and respect, demonstrating Jesus' grace and love in action. At the core of our Mission, Vision and Values is Kindness, Belief and Hope:

- Embracing diversity and loving every person for who they are
- Honestly building every person's confidence in their own unique capability
- Believing in the potential of each and every member of our diverse community
- Persevering alongside people through every challenge
- Starting, living, and ending every diverse and unique encounter in hope

[www.pecan.org.uk](http://www.pecan.org.uk)

Registered Charity number 801819



# PECAN'S PROJECTS



## Our Services

We currently have 30+ members of staff that work across our different teams and projects:

## Employment Support

We deliver contracted programmes that support up to 1,000 people in their journey to employment. The team runs various in-house trainings and workshops and work with external partners to deliver qualifications such as SIA and First Aid.

## Together

This Pecan project brings together a range of activities and services previously delivered by Pecan's HOurBank project, into a new Community Hub that aims to create a one-stop-shop for our community. You will find a warm place to sit, café sessions, coffee mornings, arts and crafts, advice, support, health and wellbeing activities, workshops, and information. You will also find a variety of community and social activities, as well as signposting and information about what is happening in the borough.

## Women's Services

The Southwark and Lewisham Women's Hubs offer safe, welcoming, one-stop-shop support for those affected by the criminal justice system, and for local women seeking support, information, and community. The service provides gender-specific and trauma-informed support, helping to equip women with the tools and resources they need in a relaxed and welcoming space. The service offers one-to-one advocacy support, group activities and training workshops.





# PECAN'S PROJECTS



## Peckham Pantry

This is a social supermarket which was piloted in 2019 one day a week and expanded to 6 days a week in 2020, during the pandemic. Members of the pantry pay £4.50 per visit which enables them to shop for around £15 worth of food including fresh meat, fruit and veg and store cupboard favourites. It is expected that the Pantry will reduce childhood obesity in Southwark through increased access to affordable healthy food.

## Southwark Foodbank

This project operates 5 days a week across Southwark to provide food in times of financial crisis. The core aim to help people to manage their way out of their situation through creating a friendly, welcoming place that offers free advice and signposting to other relevant support services. Working with the community, we help our service users tackle long-term issues, as well as the immediate crisis that led them to us. The project works within the local community to receive donations of time, food and finance from the general public, churches, mosques, schools and businesses without whom we could not serve the community.

Central Services; We cover various areas that factor into the operations of the organisation. These areas include Finance, Fundraising, Governance, Human Resources, Marketing, Office Coordination and Wellbeing.

We are governed by our **board of trustees** currently consisting of 8 members, and we also have around 100 volunteers who support our projects over the year.

Please visit our **website** for more details on our **team members** and services.

Launch of the Impact Report



# WHY WORK FOR PECAN



For thirty-five years, Pecan has been working in the community of Southwark supporting individuals to transform their life. We now seek ambitious, collaborative people passionate about our cause to join us at this exciting time. We are a very diverse employer and strongly welcome applications from people of all backgrounds. We offer multiple benefits including the following:

## **Flexible Working (right to request)**

- Standard 36-hour week
- Compressed hours
- Part – Time
- Flexible Pattern
- Flexible Location (remote)

## **Family friendly policy**

- Enhanced Sick Pay
- Excellent work life balance
- Dependents Leave
- 30 days Annual Leave
- Maternity and Paternity Benefits
- Death in service/ Life Assurance Cover (4 times annual salary)

## **Pension**

- Enhanced employer contribution 8%
- Option to employee increase %

## **Learning and Development**

- Personal development actively encouraged (Internal and external training programmes/ Regular appraisal and supervision)

## **Additional Benefits**

- Based in vibrant Peckham
- Certified Disability Confident Employer
- Supportive culture
- Accredited London Living Wage Employer
- In-house fruit and veg rota
- 4 team away days annually

## **Access to an Employer Assistance**

### **Programme (EAP) via Croner & Perkbox**

- Health Assured provides a confidential counselling service 24 hours a day, 365 days a year to Pecan employees and volunteers.
- Counsellors are members of The British Association for Counselling and Psychotherapy and are covered by their code of Ethics and Practice.
- Pecan staff have access to Medical Solutions 24/7 confidential health helpline which provides direct access

## **Access to Wellbeing programmes**

- External clinical supervision sessions
- Internal wellbeing activities
- Regular prayers/reflection together
- Staff socials

## **Access to:**

- Up to £100 contribution towards the cost of glasses
- Cost eye test
- Bike to work scheme
- Perkbox membership







# JOB DESCRIPTION

<b>Title</b>	Events & Marketing Administrator
<b>Team</b>	Central Team
<b>Reporting to</b>	Marketing Manager
<b>Hours</b>	3 days, 21.6 hours per week (Part time) - Monday, Wednesday and Fridays (flexibility required based on events)
<b>Salary</b>	£26,000.00 pro rata p/a, + 8% Employer Pension Contribution
<b>Contract</b>	Fixed Term 6-months (with potential for extension)
<b>Holiday</b>	38 days including bank holidays and mandatory holidays (Christmas closure) pro rata
<b>Location</b>	121a Peckham High Street, SE15 5SE (hybrid working available, with 2 days per week in the office minimum)

*Are you a natural organiser who loves creating memorable experiences and crafting great communications? Do you want to use your events and marketing skills to support a well loved charity that makes a real difference to the lives of local people and communities of south London? Join Pecan as our Events and Marketing Administrator and help us deliver inspiring events, engage supporters and amplify the voices of our community.*

## **Pecan. Bringing people together. Telling powerful stories. Making an impact.**

Pecan is a community development charity working in Peckham, south London, to support local people who face deep social and economic disadvantage. We walk alongside people affected by poverty and hardship, unemployment, the asylum system and the criminal justice system, helping them to build confidence, skills and new possibilities. We advocate for those we work with, challenging inequality and injustice at a local and national level to provide hope and belief in a better future for our community. All of our work is shaped by our values of kindness belief and hope.

## **About the role**

This is a varied, hands-on role that supports Pecan's marketing, communications and supporter engagement. You will help plan and deliver events ranging from corporate 'thank you' evenings to public challenge events, support social media content and website updates and keep our supporter materials and photo archive in shape. You will be working closely with our small but passionate fundraising, communications and partnerships teams. Helping us create meaningful, memorable experiences for our supporters.





## **Main Responsibilities**

Over the next six months (and longer we hope), you will coordinate and support across a range of key areas:

### **Events**

1. Plan and deliver our Corporate Thank You event in Autumn 2025, including guest lists, invitations, catering, venue setup, event materials, logistics and follow-up.
2. Support a calendar of Challenge events, e.g. corporate runs, half marathons, cycling events, fun runs, from pre-event comms to on-the-day coordination and post-event engagement.
3. Be a point of contact for Pecan's supporters.
4. Support smaller internal and community events run by different teams.

### **Marketing & Communications**

1. Create and schedule LinkedIn and other social media posts to promote events and highlight supporter engagement.
2. Work with the communications team to ensure the website is regularly updated.
3. Assist with marketing collateral, such as branded running t-shirts, posters and banners.
4. Support project communications around the impact of Pecan's community services.
5. Organise and archive our digital photo library, preparing materials for submission to Southwark Archive.

### **Corporate Engagement**

1. Help coordinate and host corporate site visits, including guest welcome, refreshments, photos and follow-up.
2. Maintain up-to-date records of corporate contacts and activity on our database or spreadsheets.
3. Respond to communications promptly (and co-watch the fundraising inbox).

### **Other Duties**

- Participate in regular supervision and annual development reviews, and attend Pecan team meetings as and when required.
- Help to identify your own job related development and training needs.
- Always work with anti-discriminatory, empowering practice, ensuring everyone is treated with dignity and respect.
- Adhere to Pecan's code of conduct, confidentiality, safeguarding and equity, diversity and inclusion policies.
- Undertake your role in a professional manner and maintain a high-quality standard of work in accordance with the aims, values and ethos of Pecan.

The above description reflects the position at the time of writing; it is not intended to be a task list but indicates the general level of work involved. It is expected that duties will be reviewed and revised as required.





# PERSON SPECIFICATION



We are looking for someone who enjoys variety, takes initiative and brings a positive, collaborative energy to their work. You don't need to have charity experience - just transferable skills and a willingness to learn. *For more details, please see Appendix 1 below.*

## **You will have experience of:**

- Organising or supporting in-person events, e.g. fundraising, corporate or community.
- Communicating with stakeholders or supporters, both in person and online.
- Creating or scheduling content for social media (such as LinkedIn and other apps).
- Updating websites, e.g. WordPress, and using tools like Eventbrite, Mailchimp or Canva.
- Understanding of marketing and supporter engagement principles.
- Working or volunteering in a charity or community organisation (desirable).
- Familiarity with CRM systems, e.g. Beacon, Salesforce, or contact databases (desirable).
- Basic photo archiving or content management experience (desirable).

## **You will also bring:**

- Excellent interpersonal skills - able to build rapport with a wide range of people.
- Strong written communication skills with a friendly, engaging tone.
- Highly organised and able to manage multiple tasks or projects at once.
- Good attention to detail and commitment to delivering high-quality work.
- Confident using digital tools including Microsoft Office.
- Creative thinker who enjoys trying new ideas and improving how things work.
- Experience of fundraising with supporters (desirable).

## **You will also be:**

- Proactive and self-motivated - able to work independently and manage your time.
- Team player with a flexible and collaborative approach.
- Interest in community work, social justice and Pecan's mission and values.
- Commitment to equity, diversity and inclusion.

You don't need to be a practicing Christian, but you should feel comfortable working in a faith-rooted organisation and your values should align with ours. We welcome applications from people of all backgrounds and actively encourage people from underrepresented communities to apply.



# PERSON SPECIFICATION



## Why Join Pecan?

- We're a meaningful, values-led charity with a 35-year legacy of making a real difference to the lives of local residents in Peckham, south London.
- A welcoming team that genuinely cares about the people and communities we serve.
- A varied role that supports your growth across events, comms and supporter engagement.
- A flexible and supportive team culture
- Part-time hours and hybrid working options to suit your needs.
- Care for the wellbeing of all our staff and volunteers.

*"I love the variety in this role. One day you're planning a challenge event, the next you're helping tell a powerful story on socials. You really get to see the difference your work makes."*

Theresa Tsui, Pecan's Partnerships Manager

## Further Information

- All offers to join Pecan are subject to satisfactory references and a DBS check, which is standard policy for all staff and volunteers. Having a record will not necessarily disqualify you from acquiring the post.
- Pecan is committed to equity, diversity and inclusion, and to recruiting with care, safeguarding and promoting the welfare of vulnerable people, and expects all staff and volunteers to share this commitment.
- We are a disability-friendly employer. We guarantee to offer an interview to those with a disability who meet the minimum criteria as laid out in this job description.
- All staff are expected to adhere to Pecan's code of conduct, confidentiality and data protection policies.
- An induction will be given for all new staff, which will cover best practices, staff and volunteer responsibilities and an overview of key policies.
- There is a 3-month probation period for this role.

## How to Apply

1. Please submit your CV and a short cover letter (maximum 1 page) explaining why you are interested in the role and how you meet the person specification to **CharityJob** by **Monday 28<sup>th</sup> April 2025 9am**.
2. Shortlisted candidates will be invited to interview the following week **Tuesday 6<sup>th</sup> May or Wednesday 7<sup>th</sup> May online**.

If you would like to discuss access needs or adjustments to the recruitment process, we would be happy to support you. All recruitment queries should be directed to **hr.support@pecan.org.uk**. To be directly informed about all of our career opportunities, please keep an eye on the **vacancies page** of our website, or join our **careers mailing list**. We look forward to receiving your application!





# Appendix 1

## Person Specification - Events & Marketing Administrator



Experience & Knowledge	Essential	Desirable
Organising or supporting in-person events (e.g. fundraising, corporate or community)	x	
Communicating with stakeholders or supporters, both in person and online	x	
Creating or scheduling content for social media (ideally LinkedIn)	x	
Updating websites (e.g. WordPress) and using tools like Eventbrite, Mailchimp or Canva	x	
Understanding of marketing and supporter engagement principles	x	
Working or volunteering in a charity or community organisation		x
Familiarity with CRM systems (e.g. Beacon, Salesforce, or contact databases)		x
Basic photo archiving or content management experience		x
Knowledge of Peckham and the London Borough of Southwark		x

Skills & Abilities	Essential	Desirable
Excellent interpersonal skills – able to build rapport with a wide range of people	x	
Strong written communication skills with a friendly, engaging tone	x	
Highly organised and able to manage multiple tasks or projects at once	x	
Good attention to detail and commitment to delivering high-quality work	x	
Confident using digital tools including Microsoft Office	x	
Creative thinker who enjoys trying new ideas and improving how things work	x	

Values & Personal Qualities	Essential	Desirable
Proactive and self-motivated – able to work independently and manage your time	x	
Team player with a flexible and collaborative approach	x	
Interest in community work, social justice and Pecan's mission and values	x	
Commitment to equity, diversity and inclusion	x	