

Programme Co-ordinator

Applicant information pack



We are

1,400

different food bank locations

40,000

volunteers in our network

12,000

churches supporting us

100,000+

community groups and schools and millions of
people across the UK ready to take action

**And together,
we are Trussell.**

Introducing Trussell

Our vision is for a UK without the need for food banks or put another way, we exist so everyone can be free from hunger.

We're an anti-poverty charity and community of food banks. We work together to ensure no one in the UK needs a food bank to survive, while providing food and practical support to people left without enough money to live on.



Our mission

We exist so that everyone in the UK can be free from hunger. We work together to ensure no one needs a food bank to survive. Until that happens, we will continue to stand alongside people facing hardship, providing emergency food and practical support to people left without enough money to live on.

Our values

Our values underpin everything we do. Hunger and poverty are not inevitable, and we all have a responsibility to take action.



Compassion

This motivates us to stand alongside people facing hardship and provide support and care for individuals.



Community

As people, we are all interconnected, and because of this we have a responsibility to support one another.



Justice

This drives us to insist that it is not right that somebody should experience hunger or poverty, and take action to change this.



Dignity

We recognise the value of every individual, prioritising other people's needs and concerns in the spirit of friendship.

Ending hunger together

Last year, our community of food banks distributed 3.1 million emergency food parcels – the most ever in a single year.

People need food banks when they don't have enough money to afford the basics forcing impossible decisions like whether to heat their home or put food on the table, or whether to go without toiletries like shampoo, toilet roll or tampons.

Hunger in the UK isn't about food – it's about income.

We need urgent action on hunger in the UK. People are being pushed to the brink because they don't have enough money to live on. This can't go on. We refuse to stand by while so many of us can't afford to eat, keep warm and pay the bills.

How will we end the need for food banks?

Food banks are a vital lifeline for so many people facing hardship, but in a just and compassionate society, no one should need one.

Not so long ago, food banks were not needed to the extent they are today. Our social security system was created 80 years ago to protect people from hunger and hardship, and for decades after, people were a lot less likely to need a charity's help for the essentials. So we know things can be better.

We know what's pushing people to food banks and we know the building blocks needed to end hunger for good.



The role

Programme: Together with Trussell

Responsible to: Head of Programme – Together with Trussell

Hours: Full-time (35 hours per week)

Salary: £34,289 per annum plus benefits

Based: Based from home in the UK – travel around the UK as necessary including attendance at staff conferences, 121s and away days

Role Purpose

This role provides PA, administrative and coordination support to the Programme Director and programme leadership team to enable effective decision making and smooth programme delivery. It supports the organisation of meetings, events and governance processes, maintains accurate documentation and systems, and assists with procurement and project coordination. By ensuring well organised operations, reliable information and timely communication, the role contributes to effective programme leadership and high-quality delivery across the programme.

This role is part of the Together with Trussell programme, the goal of which is to build stronger connections with our supporters, partners and donors in order to increase funding, campaigning, and other forms of support for our work. As a member of an enabling programme, this role is focused on the successful delivery of the Together with Trussell programme outcomes, which underpin and enable the outcomes of our 5 external programmes - together contributing to the fulfilment of our long term vision of a UK without the need for food banks.

Key Responsibilities

Provide PA support and manage correspondence for the Programme Director

- Provides PA support to the Programme Director by managing correspondence, preparing draft responses, coordinating communication with stakeholders and supporting meetings to ensure timely, professional and well organised interactions that enable effective leadership.

Provide administrative and operational support for the programme

- Provides administrative and organisational support to the Programme Director, Head of Programme and wider programme teams, including supporting with the planning, logistics and delivery of events, often aimed at high-profile and priority audiences and stakeholders. , As well as preparing documentation and routine correspondence to support efficient workflows and timely decision making, to enable smooth programme operation

Coordinate programme meetings, documents and governance processes

- Coordinates programme meetings and governance activities, including supporting with programme reporting, to ensure structured planning and accurate recordkeeping, organising

agendas and papers, taking minutes and tracking actions to support effective oversight and follow up.

Support procurement and supplier administration

- Supports procurement tasks by gathering quotes, raising purchase orders, tracking invoices and liaising with suppliers to ensure compliant processes and timely delivery of services.

Maintain team administrative processes and shared resources

- Maintains team administrative systems by organising shared folders, applying naming conventions and setting up templates to support consistency, quality and efficient team operations.

Support project coordination and programme delivery

- Supports programme delivery by maintaining project trackers, monitoring actions, organising events and administrative tasks, and carrying out research and information gathering to enable timely progress, well-run activities and informed decision making.

Person specifications

Core Knowledge

- Understanding of administrative and office management principles
- Knowledge of document management and version control practices
- Working knowledge of data protection principles
- Familiarity meeting logistics
- Good understanding of project coordination basics (e.g., actions, timelines, trackers)

Essential Skills

- Strong organisational and time management skills
- Ability to prioritise tasks and manage competing demands
- Clear and professional written and verbal communication
- Attention to detail and accuracy in documentation and data handling
- The ability to work in a fast-paced environment across multiple projects, balance competing priorities and meet tight deadlines.

- Ability to build effective working relationships with stakeholders
- Confident using digital tools and Microsoft 365 applications (e.g., Outlook, Word, Excel, Teams, SharePoint)
- Problem solving skills and ability to work proactively to resolve issues

Key Experience

- Experience providing administrative support in a busy team environment
- Experience coordinating meetings, events or logistics
- Experience working with multiple stakeholders
- Experience supporting projects or tracking actions

Special Requirements

None

Committed to being a
menopause friendly
employer



If you have questions about this position, please call
01722 580 180 or email recruitment@trussell.org.uk.

trussell.org.uk/jobs

Trussell is the operating name of The Trussell Trust a registered charity in England & Wales (1110522) and Scotland (SC044246).
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