



Welcome to

flourish

We support girls aged 10-18 improve their self-esteem, build emotional resilience and strengthen mental wellbeing.

We do this through creative early intervention one to one mentoring and group courses.

"I have learnt my worth and how unique I am."

From our CEOs

We are Flourish! Thank you for taking the time to find out more about joining the Flourish team. Established in 2015, Flourish was created to flip the script on the downward spiral of girls' self-esteem and mental wellbeing.

We support girls in Leamington, Warwick and the surrounding areas across 11 schools with an amazing team currently made up of 9 staff members and 30 local female volunteers.

Flourish is a Christian based charity, shaping our ethos and values. Our services are inclusive and welcoming of everyone regardless of faith.

Flourish passionately believes that every girl should have the opportunity to build their confidence and self-esteem, know their incredible worth and be equipped with tools to nurture their emotional resilience and mental wellbeing.

Since the pandemic we have seen demand for our services double with girls needing our support now more than ever. Flourish has been responding to this through the growth and development of our creative early intervention services including new resources, courses and training for parents and professionals.

We currently have a vacancy for the role of Admin and Finance officer within the Business Team and we are looking for the right person to join us in the exciting next stages of Flourish. For the right candidate, this post offers the opportunity to develop and thrive as part of a frontline, well respected charity, making a tangible difference in the lives of girls locally.

If the vacancy appeals and you have the relevant skills and experience then we would be delighted to hear from you.

Char and Jenny
Co- CEOs

"One of the best things about the course was learning positive affirmations and challenging my negative thoughts."

– N, Rebuild participant

"Before I was scared and small. Now I am an optimistic sunbeam." – D, aged 15

flourish mentoring

Flourish mentoring is a transformative programme; creating a safe space for girls to improve their self-esteem and be empowered with resilience building tools. Girls are individually matched with one of our trained female mentors for 12 sessions. Our bespoke resources offer a direction to the mentoring, an opportunity to look at the challenges they face and see change.

"My anxiety has decreased a lot, the tools I have learnt to manage my anxiety have been really helpful." – A, aged 14

flourish course

The Flourish course consists of 8 weekly sessions to build and strengthen self-esteem and mental wellbeing. These cover a different topic each week including; friendships, discovering worth, managing emotions and positive self-talk. Each session is filled with games, crafts, discussion and creative journalling to develop positive self-esteem.

"I have learnt that I am worthy. It has helped me be happier about myself and more confident in myself!"

– R, Flourish Course participant

Our Projects

"Mentoring helped me feel positive. I feel I have more people to talk to and I have found ways to get me through hard situations."

– S, aged 16.

flourish FAB and Workshops

We offer bespoke workshops to parents and professionals to help them better understand self-esteem and positive wellbeing and gain access to our online hub of resources.

FAB sessions with girls who have accessed our services, providing a platform for girls to influence the development of our projects.

flourish REBUILD

Flourish Rebuild course consists of 7 weekly sessions focusing on understanding emotions and building emotional resilience. Participants build both a physical and mental 'toolbox' of coping mechanisms and strategies. The sessions offer a safe space to explore and identify emotions together.

"I have learnt it is okay to talk to people about how I am feeling."

– G, Rebuild participant

Our Team

The Flourish team is made up of a committed, experienced and passionate staff team and dedicated volunteers.



Trustee Team of 5



Staff team of 9



Volunteer team of 30

*"Flourish's materials are innovative and well thought through and tackle some of the root causes of low self-esteem and poor mental health."
- Cllr Jonathan Chilvers*

To apply for the role please email the following documents to caroline@youcanflourish.co.uk :

- Flourish Application Form
- A cover letter including:
 - Why you want to apply and are a good match for this role?
 - 5 ways your friends might describe you.

Deadline for applications is 26th April and interviews will be 8th & 9th May.





Admin and Finance Officer Job Description

Job Title: Admin and Finance Officer

Reports to: Head of Business and Finance

Supervisory responsibility: Administration volunteers

Hours: 21hrs (0.6 FTE) Term Time Only + 2 weeks (42 hours) to be worked flexibly within the school holidays. This role is office-based at the Sydni Centre, Leamington Spa. Hours could be worked over 3 to 5 days based on the applicant's preference. Regular school hours (9-3) could be accommodated if needed. Occasional weekends and evenings required on a mutually agreed basis with TOIL.

Regular days to include Tuesdays, with usual hours to take place between 9am-5pm, Monday-Friday.

Salary: £25,000 pro rata, plus statutory pension contributions and optional day off for mental health support

Annual Leave: 30 days pro rata (plus bank holidays)

Length of post: Permanent

Job summary

This is an exciting opportunity for an organised, proactive, adaptable and detail-focused individual to play their part in the wider mission of supporting girls locally by improving self esteem, building emotional resilience and strengthening mental wellbeing. This role is responsible for key administrative tasks that underpin the charity's operations. They will work closely with our Head of Business and Finance and with our Projects Team to provide administrative support to enable the efficient, effective and professional delivery of Flourish services to local schools and the community. This role requires a focused multi-tasker who excels in a busy environment, loves working with people and has a 'can do' attitude. They will have financial prowess, a passion for good communication and be skilled in engaging with a broad spectrum of stakeholders. Working as part of a frontline, established and well respected charity that is motivated by the Christian faith, this post offers the right person the opportunity to develop and thrive in a rewarding job where they can use their skills and expertise to make a tangible difference in the lives of girls locally.

Key responsibilities and tasks:

To be responsible for receiving and disseminating new enquiries. Including the responsibility for initial enquiries email (hello@youcanflourish.co.uk) and the office phone.

To support the Projects Team in ensuring all equipment and resources are prepared for mentoring and groups.

To supervise the admin volunteers week to week, with the opportunity to develop the admin volunteer team.

To provide administrative support for staff and volunteer training events and Flourish workshops.

To provide administrative support for staff and volunteer recruitment and induction.

To administratively support the Head of Business and Finance with stewardship of our supporters, including facilitating the creation of our monthly Flourish newsletter to 360+ subscribers.

To ensure office supplies and consumables are sufficiently stocked and liaise with service providers for printing and internet as required.

To maintain and review the team meeting action log on a fortnightly basis.

To be responsible for financial administration, including:

- Sending out and chasing invoices
- Paying invoices
- Processing team and volunteer expenses
- Paying salaries (Flourish outsources payroll)
- Working closely with the Head of Business and Finance to reconcile income and expenditure on Xero accounting software

To provide administrative support for Flourish fundraising events and initiatives.

To work within the parameters of Flourish's Safeguarding Policy at all times.

To uphold high standards of confidentiality and data security.

To develop professionally and personally through the course of employment. Including to participate in personal training and development, including safeguarding, first aid and other job specific regular training.

To participate fully in the life of Flourish, reflecting the ethos of Flourish in day-to-day life. This includes:

- To participate in all required Flourish activities (e.g. Team meetings).
- To support other Flourish events in consultation with your line manager (e.g. fundraising events, church support services, exhibiting at conferences).
- To be sympathetic to Flourish's Christian ethos and whole-heartedly work within its organisational values and aims.
- To be a positive role model for young people in line with Flourish's Code of Conduct, and to conduct themselves in a reputable and appropriate manner at all times (in and outside of work).
- To take an active, personal approach to charitable income generation and recruiting financial support for Flourish. To take the initiative on organising one event per year as part of the team's overall community fundraising plan. Post holders should be comfortable in promoting their work at Flourish to friends and family, and encourage any interested parties to financially support Flourish's work. This should not distract from the main delivery of work, but should complement work through an understanding of needs for income generation for additional delivery activities and core costs

To work flexibly and develop the role in line with the needs of our growing charity.

Person Specification

Knowledge and Experience

- Minimum 1 year of experience working in an administration role (or role with these as a significant element) is essential
- Experience of financial administration/bookkeeping is desirable
- Experience of using Xero or similar accounting software is desirable
- Working as part of a team to achieve specific goals within given deadlines
- Supervising/managing volunteers
- Voluntary experience working with young people
- Compiling numerical and literary data into succinct and informative reports and reviews
- Knowledge and understanding of working with confidential data, and Privacy and Confidentiality

Skills and Abilities

- Excellent interpersonal skills
- Ability to manage and prioritise multiple tasks and complete them efficiently
- Produce work to a high standard with a high level of accuracy
- Ability to handle confidential information
- Use creative and innovative ideas to tackle challenges
- Excellent personal time and task management
- Ability to work on own initiative and without supervision
- Fully computer literate and comfortable with the main Microsoft Office tools, G-Suite (Gmail and Google Drive) and databases, internet and emails.

Qualities

- Organised with a good attention to detail
- Values integrity and transparency
- Passionate about the work of Flourish and young people's wellbeing
- Sympathetic to the aims and Christian ethos of Flourish
- Trustworthy and reliable with confidential information
- Excellent problem solving and creating systems and solutions
- Disciplined at managing own time and workload
- Able to take direction from line management.
- Warm and friendly nature.