



## Role Description : Queen Bee Coaching – Operational Volunteer (Admin) The Pankhurst Trust (Incorporating Manchester Women’s Aid)

In 2014 The Pankhurst Trust and Manchester Women’s Aid merged to form one charity The Pankhurst Trust with the joint purpose of fighting for gender equality, ending violence against women and girls and celebrating the birthplace of the Suffragette movement.

Queen Bee Coaching, A Pankhurst Trust Service, is about empowering women who have demonstrated leadership to improve their skills and confidence, move into positions of power and accelerate their positive impact on society. In everything we do, we seek to ensure the service reflects the diversity, demographics and dynamism of Greater Manchester.

For more information on Queen Bee Coaching, visit our website <https://pankhurstprojects.org/coaching/>

**Our service aims to reflect the diversity of the city which we serve. We warmly welcome applications from BIPOC, disabled and LGBTQIA+ candidates**

**If you have any additional support needs, these can be discussed with the Volunteers Coordinator**

**Reports to:** Queen Bee Coaching Project Lead / Volunteers Coordinator

**Opportunity Description** We are looking for a volunteer admin assistant to support our Recruitment Leads

**Key Tasks:**

- Maintain the databases of coaches and clients
- Support the recruitment projects every 2 months
- Manage the daily general emails allocating work and responding to general enquiries
- Liaise with coaches and produce monthly reports

**Hours:** 4 hours per week over two days  
We are looking for someone who would be available for a year

**Benefits and Perks** Free entry to Hidden 8 museums (after volunteering for 3 months)  
A programme of regular talks, tips, and training including support into work

**Qualities / Skills:**

- Good organisational skills, written and verbal communication,
- Google Docs, Sheets and Forms
- Initiative

**Location**

- Remote Role – home based (access to your own computer needed)

**Core Training:**

- Pankhurst Trust General & Safeguarding induction
- Coaching Team Induction

### How to Apply:

#### Online:

1. Visit [www.pankhursttrust.org/volunteer](http://www.pankhursttrust.org/volunteer)
2. Download and complete the application form and email to [volunteers@pankhursttrust.org](mailto:volunteers@pankhursttrust.org)

#### No Online access:

We can go through the process in person or over the phone.

- book an appointment by phoning 0161 273 5673 or emailing [volunteers@pankhursttrust.org](mailto:volunteers@pankhursttrust.org)

After the application you will be contacted to confirm receipt, discuss availability of roles and discuss next steps.

If you have any questions, please contact Esther Lisk-Carew, Volunteers Coordinator, [volunteers@pankhursttrust.org](mailto:volunteers@pankhursttrust.org) or call 0161 273 5673.

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### Pankhurst Trust Organisational Values

- **Courageous** by challenging inequality, stepping forward and making change
- **Affirming** by supporting and inspiring, paying attention to discover what matters
- **Generous** by sharing our skills, creating energetic positive links, and thriving together
- **Rooted** by being secure in our communities, participating and nurturing a sense of belonging



PANKHURST  
TRUST

MANCHESTER  
WOMEN'S  
AID

PANKHURST  
CENTRE