

Ascension Trust



BRIDGE WATCH ASSISTANT JOB SPECIFICATION

General Information

Job Title:	Bridge Watch Assistant
Hours:	Part-time, three days a week
Term:	Three-year fixed term
Reports to:	Bridge Watch Programme Lead
Location:	Hybrid
Salary & Benefits:	£15,600 pro rata (£26,000 FTE), contributory pension scheme, Employee Assistance Programme
DBS Requirement:	Basic DBS

About the organisation

Ascension Trust (AT) is a Christian inter-denominational organisation with a passion to empower individuals to work together within their local community and nation, to contribute positively to society and to improve the quality of life of the disadvantaged and vulnerable. Established in 2003 our strapline is, "Reaching Out to Where You Are".

Established by Reverend Les Isaac OBE, Ascension Trust operates as an umbrella body for a range of initiatives including Street Pastors, School & College Pastors, Prayer Pastors, Rail Pastors, Response Pastors, the 60/40 Youth Project, Synergy Network, Five2Medics, the AT Beacon Project, and Overseas Missions, alongside a range of training programmes.

Ascension Trust is a charity registered in England and Wales (Charity No. 1127204/Company No. 06751712) and works in partnership with Ascension Trust Scotland.

About Bridge Watch

Bridge Watch is a suicide prevention and community safety programme that deploys trained volunteer patrols on London's bridges to identify and support individuals at risk, helping to prevent tragic outcomes.

The programme forms part of wider suicide prevention efforts across the Square Mile and surrounding areas, with a focus on early intervention, compassionate engagement, and partnership working. Bridge Watch volunteers are supported by a comprehensive training framework that equips them to confidently and safely engage with people in crisis, raise public awareness, and signpost to appropriate support.

Bridge Watch continues to develop its coverage, volunteer base, and profile, working closely with statutory and community partners.

Job Summary

The Bridge Watch Assistant will provide administrative and operational support to the Bridge Watch Programme Lead, contributing to the effective day-to-day running, coordination, and development of the programme.

The role plays a key part in supporting volunteers, maintaining smooth operations, and helping to raise the profile and impact of Bridge Watch across London.

Main Duties & Responsibilities

Programme Administration & Coordination

- Support the coordination of the day-to-day operations of the Bridge Watch programme
- Manage incoming and outgoing correspondence and maintain accurate administrative records
- Assist with scheduling, rotas, and general programme organisation

Volunteer Support & Engagement

- Support the recruitment, onboarding, and initial engagement of Bridge Watch volunteers
- Assist with patrol rotas and arranging cover where necessary
- Support follow-up with volunteers to review early experiences and ongoing engagement
- Process volunteer expense claims in line with organisational procedures

Communications, Events & Engagement

- Support the development and delivery of programme communications and awareness-raising activities
- Assist with website and social media content preparation
- Liaise with volunteers, partners, and external organisations to support meetings and events
- Arrange meetings, including booking rooms, preparing agendas, and circulating notes where required

Operational & Practical Support

- Provide practical support at the Bridge Watch base, including assisting with equipment and uniforms
- Order uniforms and equipment and assist with stock management as required
- Attend meetings, events, and occasional patrols to support programme delivery and quality assurance

Monitoring, Development & Funding Support

- Assist with basic research, data collation, and reporting as directed
- Support the preparation of evidence and contributions toward funding applications
- Assist in the development of volunteer resources and support materials

General Responsibilities

- Liaise with members of the wider Ascension Trust staff team as required

- Undertake any other duties reasonably required in line with the role

Experience

- Experience of working in the Third Sector
- Experience in an administrative or coordination role

Essential Skills

- Good understanding of volunteering and the Third Sector
- Ability to engage with social media platforms and support basic content creation
- Proficient in Microsoft 365 (Word, Outlook, Excel, PowerPoint)
- Strong organisational skills with attention to detail
- Ability to prioritise workload and manage competing demands
- Comfortable working independently and as part of a team
- Good written and verbal communication skills
- Willingness and ability to learn new skills

Desirable Skills

- Experience supporting projects or programmes
- Ability to collate and analyse basic data to support reporting and identify trends

Closing Date

Applications must be submitted by Sunday 28 February 2026

All CVs must be accompanied by a completed application form to be considered

NO CONTACT FROM AGENCIES OR MEDIA SALES