NHP
Living connected and fulfilling lives

Project Support Officer

We are seeking an organised, enthusiastic and proactive Project Support Officer to play an important role within a charity dedicated to supporting young people leaving care.

The National House Project (NHP) provides support and expertise to local authorities around the country to set up and manage Local House Projects (LHPs), helping young people to leave care in a planned and supported way.

	Organisation:	The National House Project (NHP)
👨‍💼	**Responsible to:**	Executive Support Manager, NHP
⏳	**Hours/contract:**	37.5 hours per week, full time
📄	**Contract:**	Permanent
💰	**Salary:**	£30,000
📍	**Location**	Crewe – Hybrid working with a minimum of two office days.

Closing Date: Sunday 6th December 2026.
Interviews: Monday 14th December 2026.

About The Role

We are looking for an enthusiastic and highly organised Administrative Assistant to provide effective administrative and logistical support to The National House Project.

Working closely with the Executive Support Manager, you will play an important role in ensuring the smooth day-to-day running of the office and supporting the wider team with a variety of administrative tasks.

The role will be varied and will include maintaining office resources and equipment, coordinating meetings and supporting recruitment processes, as well as providing general administrative support to staff, trustees and consultants.

You will also contribute to the organisation's finance and HR administration, support the planning and delivery of events and training, and assist with communications, social media and marketing activities.

As a key member of the team, you will help ensure that our systems, processes and office arrangements are effective, professional and fit for purpose, enabling colleagues to focus on delivering the best possible support to young people.

Charity Number - England: 1179743 - Scotland: SC052277

About the Organisation
The charity was established in August 2018 as a Charitable Incorporated Organisation (CIO). It supports local authorities in setting up Local House Projects for young people leaving care. Believing every care leaver should have this option, the charity empowers them to create and sustain homes. The initiative, co-designed with young people, began by asking, "What makes a house a home?" Local House Projects in England and Scotland help care leavers transition into permanent tenancies, fostering a supportive community.

The charity has helped over 800 young people successfully move into their own homes, with no evictions or tenancy breakdowns, ensuring a secure start for their futures.

This is an exciting opportunity to join a growing charity and contribute to the effective running and continued development of the organisation.

About You
We are looking for someone who is motivated, approachable and enthusiastic, with excellent organisational and communication skills. You will be someone who enjoys working as part of a team, can manage a varied workload and takes pride in providing an efficient and professional administrative service.

You will need to have the following skills and experience:

- Experience of working in an administrative or office support role.
- Excellent organisational skills and the ability to prioritise and manage competing demands.
- Good written and verbal communication skills, with the confidence to communicate professionally with colleagues, visitors and external contacts.
- Experience of using a range of IT and software packages, including word processing, spreadsheets, presentations and databases.
- Good attention to detail and the ability to maintain accurate records and information.
- The ability to work independently, use initiative and contribute positively as part of a wider team.
- A flexible and proactive approach to work, with a willingness to support a variety of organisational activities.
- An understanding of the importance of confidentiality and handling sensitive information appropriately.

Experience of supporting finance, HR, recruitment, events or social media administration would also be beneficial.

Find Out More
If you are excited by the opportunity to join a charity making a real difference to the lives of young people leaving care, we would love to hear from you.

How to Apply

Submit your **CV and cover letter via** Charity Job detailing what skills, knowledge and experiences make you the best candidate for the role by **11pm Sunday 6th December 2026.**

We welcome applications from all backgrounds. If you require adjustments during the process, let us know.

Interviews are due to take place on **14th December 2026.**

Benefits include:

🏖️ 31 days annual leave **plus** bank holidays
💰 10% pension contribution
🔁 Salary sacrifice options
🏡 Hybrid working
📚 Professional development opportunities

🚨 Safeguarding Statement: NHP is committed to protecting the well-being of young people. All staff must adhere to our safeguarding policies.

📌 Recruitment Agencies: We do not accept unsolicited CVs from agencies.

📜 General Requirements: Right to work in the UK, two professional references, and a DBS check.