

ROLE DESCRIPTION

ROLE TITLE	Project Assistant (temporary)
ACCOUNTABLE TO	Volunteer Centre Manager
HOURS	25 hours per week (some flexibility in timing) 6-month contract
SALARY	£9.50 per hour
LOCATION	Agile working – home or office based, with one day per week at Woodhatch, Reigate

Background

Voluntary Action Reigate & Banstead is a small charity with 4 employees. Our purpose is to support other voluntary, community and faith organisations across the Borough through information, advice, and training. We also promote volunteering to individuals, schools and businesses and match potential volunteers with local organisations.

As part of the Government's Kickstart scheme, we are recruiting a Project Assistant. **This post is only open to young people aged 16- 24 who are on Universal Credit and at risk of long-term unemployment.** Before applying, please check with your Work Coach to check you can be referred for this role. (You can get in touch with your Work Coach via your Universal Credit Journal or ask at Redhill Job Centre).

The Project Assistant role at VARB will provide the successful candidate with an understanding of the wider charity sector and will also give you general experience of working in a virtual office environment. Because we are a small team, you will have the opportunity to gain a range of experience, whilst delivering activities that can make an impact on your community.

Role Purpose and Key Activities

A varied role within a small, vibrant charity. The post holder will provide project support, with a focus on data management, communications, and administration. This is an ideal introductory role for someone seeking a career within the charity or public sector. The work

programme can be amended to suit the particular interests of the post holder. The role is likely to include some of the following types of activities:

Data management:

- Researching information about local voluntary sector organisations and updating databases.
- Collecting and analysing monitoring information e.g. contacting volunteers, conducting surveys online, recording information, analysing volunteer data.

Communications support:

- Researching information that is helpful to local charities to include on our website and newsletters.
- Producing visual images for use in a range of digital settings (training will be provided).
- Updating our website with information relevant to volunteers and voluntary organisations (basic Word press training will be provided).
- Subject to the interests of the post holder there will be an opportunity to develop, plan and deliver a media campaign and/or create a photographic archive or video that showcases the work of the voluntary sector (training will be provided).

General administration:

- Support the organisation and delivery of virtual events and training, including: contacting local organisations, booking onto courses/events, setting up the zoom meetings, sending follow-up questionnaires.
- To undertake other duties, as may be required.

This role will primarily be home-based. During the first month we can offer up to 3 days per week within an office. For the remaining 5 months we will have one day per week in an office and the remainder working from home. (If home-based working is not possible, we will explore providing additional hot desking facilities within Redhill or Reigate).

Person specification

This post is only open to young people aged 16- 24 who are on Universal Credit and at risk of long-term unemployment.

- We are seeking self-motivated individuals who can manage a varied workload.
- The successful candidates will have good written and verbal communications skills.
- Numeracy skills are also required
- The candidate must be trustworthy and able to always maintain confidentiality of individuals and organisations.
- They must be able to use Microsoft Office programmes (or similar) i.e. Word, Excel, Outlook

Employability Support and Training

The Kickstart Project Assistant will receive an entry-level induction, where the expectations of Voluntary Action Reigate and Banstead will be set out. This will cover areas such as attendance, timekeeping, and communication, as well as additional requirements of the role such as confidentiality and data protection requirements.

After an initial settling in period (1-2 weeks), an individual work programme will be discussed and agreed with the Kickstart employee. This will cover the skill areas to be developed and a set of tangible outcomes to be achieved during the remaining five and a half months.

The skills areas and outcomes will include generic work skills, such as communication and teamwork. There will also be the chance to develop skills in more specific areas - for example a skill development area could be learning how to use an online mailing tool such as Mailchimp; with a tangible outcome of preparing and sending an enews bulletin to volunteers.

Initially, each Kickstart employee will have a check in session every morning to review progress, go through the tasks for the day and discuss any issues. This will also be a time to demonstrate attendance and timekeeping skills. Once a month, the Kickstart employee and his/her line manager will meet with the Chief Officer and review overall progress against their work programme. This meeting will focus on developing a portfolio of evidence of skills/experience that can be used in job applications and interviews.

During the last two months of their employment, we will provide the Kickstart employees with access to CV, interview, and job search training, through local agencies that we work with. The time needed to attend training and job interviews will be prioritised and their work programme amended as required.

Application Process

If you are interested in applying for this role, please send an email explaining how you meet the person specification above to info@varb.org.uk marked "Project Assistant (Kickstart)". If you have a current CV, please include this.

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If you have any queries about this role, please contact Nina Porter, Chief Officer on 01737 763156 or nina@varb.org.uk.

There is no closing date. Applications will be assessed on receipt and interviews arranged.

Additional information

- At the interview, we will discuss whether there are particular areas of interest that the candidate would like to develop. Where possible, VARB will try to meet the preferences of the candidate, subject to the requirements of the organisation.
- The VARB team is currently working from home 4 days per week. Our office day is Wednesday, where we meet at Woodhatch Place in Woodhatch, near Reigate.
- If you are unable to work from home on the remaining 4 days, VARB will explore the provision of a hot desk within a shared office facility.
- Daily supervision meetings will be provided, alongside the opportunity to take part in wider team meetings on a weekly basis.

- A laptop and mobile phone will be provided to enable the role to be carried out. Other equipment required for home working may be provided, subject to the home-working policy.