

Kickstart Role Outline

Role Title:	Trainee Employability Project Assistant
Location:	Home & Office based (Offices are in Openshaw, Clayton, Beswick, Fallowfield and Moss Side)
Days & Hours	<ul style="list-style-type: none"> ➤ Monday & Tuesday 9am – 4.30pm ➤ Wednesday 9am – 3.30pm ➤ Thursday 9am – 2.30pm (30 mins lunch per day)
Duration:	6 Months
Requirements: <i>Include an introduction to the work & example of tasks and duties</i>	<p>The Opportunities team deliver a range of service to young people and adults such as volunteering, work placements, careers advice and guidance, employment, and training, advise and support with setting up a new business and much more!</p> <p>The role of Project Assistant will include:</p> <ul style="list-style-type: none"> • Assisting with a variety of projects such as Get Your Future Started, Skills to Support Growth, Working Wardrobe and employment and training support. • Supporting the Skills Support for Growth & Get Your Future Started projects with administrative support • Assisting with creative decisions, resources, and workshop delivery • Assisting with Working Wardrobe appointments • Attending team meetings <p>Personality profile:</p> <ul style="list-style-type: none"> • Creative and used to thinking outside the box • Able to work independently as well as part of a team • Personable and presentable • Eager to contribute new ideas
What's In It for You the candidate:	<p>Working across a variety of projects will give you a broader overview of the different ways in which we support our customers whilst at the same time you will be developing key transferable skills such as:</p> <ul style="list-style-type: none"> • Teamwork • Communication • Problem solving and creativity • Goal setting • Using your initiative

	<p>During the course of the placement, you will be fully supported through the following ways:</p> <ul style="list-style-type: none"> • 1:1 check-ins with your manager to see how you are doing • 1:1 pastoral support (fortnightly video/telephone calls to discuss any challenges/difficulties you may be experiencing or successes you have had during your placement) • Informal monthly group placement catch-ups with all kickstarts who have joined at the same time to learn and share from one another • Participate in a group social activity • Monthly insight bitesize sessions to learn more about the wider business • Attend group employability skills development workshops called Get Your Future Started • Support with creating and updating your CV to reflect your placement experience • Support with applying for jobs/apprenticeships • Support with Interview prep • Access to interview clothing for interviews <p>You will develop:</p> <ul style="list-style-type: none"> • Business admin-related skills • Gain experience of working remotely and attending virtual meetings and events • Gain an understanding of project delivery • Use of systems and processes
<p>Skills or Qualifications required</p>	<p>As the role will primarily be home based, you will need to be:</p> <ul style="list-style-type: none"> • A self-starter • Motivated to work independently • Organised to plan and deliver work on time
<p>Pay</p>	<p>National Living Wage</p>
<p>How to Apply</p>	<p>To be eligible you must be between 16 – 24 years old and claiming Universal Credit.</p> <p>To apply you must speak directly with your JCP work coach and ask to be referred to this opportunity.</p>