

Kickstart Role Outline

Role Title:	Trainee Community Development Assistant
Location:	Community-based activity across One Manchester areas; some home working
Days & Hours	TBC with applicant at interview – 25 hours
Duration:	6 Months
Requirements: <i>Include an introduction to the work & example of tasks and duties</i>	<p>A varied role supporting communities to engage in a variety of ways, working alongside a supportive team.</p> <p>Duties include:</p> <ul style="list-style-type: none"> • Research and arrange appropriate activities for various age groups with support • Working with the support of the team to coordinate activities • Working with the community during the planning and delivery of events • Support managers to gather and evaluate information • Work in a community centre, welcoming people, making them feel comfortable and directing them to different activities • Research and delivery of content for a monthly radio show • Supporting the One Manchester Youth Officer to deliver services to young people
What's In It for You the candidate:	<p>An opportunity to work within a vibrant and dynamic team and gain experience in a broad range of activities in a community development service area (a great first step into the housing sector/and community work).</p> <p>During the placement you will develop key transferable skills such as:</p> <ul style="list-style-type: none"> • Teamwork • Communication • Problem-solving • The use of office applications • Using your own initiative • Working independently and with other partners and teams • Working with people /interpersonal skills <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 • Mentor support (daily in person/ video/telephone calls to discuss any challenges/difficulties you may be experiencing or successes you have had during your placement) • Weekly catch ups and team meetings • Informal monthly group placement catch-ups with Kickstarts who have joined at the same time to learn and share with each other

	<ul style="list-style-type: none"> • 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
Skills or Qualifications required	<p>As the role will be community-based, you will need to be:</p> <ul style="list-style-type: none"> • Motivated and enthusiastic in promoting communities to be the best they can be • Be confident and willing to attend, present and engage in a broad range of activities appropriate for all age groups • Motivated to work independently and as part of a wider team • Ability to plan and prioritise • A desire to learn and provide a brilliant customer experience • Good IT skills • Some experience of working with customers would be beneficial, but not essential
Pay	National Living Wage
How to Apply	<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>