

# **KICKSTART SCHEME**

## **Administration Assistant - Sustainability Projects**

**Job Placement Title:** Administration Assistant - Sustainability Projects

**Company Name:** Change Agents UK

**Location:** Oakham, Rutland

### **Job Placement Summary:**

We are looking for an Administration Assistant to join our team, you will be supported to develop skills and knowledge that ensures you can be involved with all aspects of what we do, aiding with office administration such as record keeping, monitoring and evaluation and supporting outward communication.

If you're enthusiastic to learn and interested in sustainability or climate, we want to hear from you!

### **We are:**

Change Agents UK is a charity and not-for-profit organisation. Our purpose is to promote public awareness and understanding of the principles of sustainability – and how to put them into practice in life and work. We work to achieve this through research, providing learning opportunities and education and through the delivery of sustainability projects, independently and in partnership with others.

We have worked on a diverse range of projects over the last 25 years. We have tackled many aspects of delivering sustainability, from running energy efficiency programmes with local authorities to behaviour change and engagement programmes with universities and hospitals.

We support young people wishing to use their careers to make a positive difference. Our Sustainable Futures workshop programme is designed to equip young people with a sound understanding of the principles of sustainability, to understand what skills are now needed in our society, workplaces, economy (and how these can be developed) and to build confidence/workplace preparedness.

We are a government gateway organisation for the Kickstart scheme and we have already welcomed a kickstarter in to our team. We are experienced supporting young people taking on their first roles and we have a programme of training to support your development and employability.

### **We value:**

Communication, enthusiasm & teamwork

Commitment to sustainability

Integrity and respect

Building ambitiously and positively for the future

### **We need:**

We need a new team member who is committed to their own development. We are looking for an Administration Assistant to assist with administration across a number of our projects, including the Kickstart Training Programme, Sustainable Futures training Programme, and Recruitment.

### **What's in it for you?**

We're an established charity and a small, friendly team with big ideas. We're based in Oakham, Rutland – a beautiful town with lots to offer. We are committed to personal and

professional development; the role will provide excellent learning opportunities and develop many transferable skills. We offer the opportunity to be part of something exciting, rewarding, and forward-looking.

### **Day in the Life - COVID-19 edition:**

Example of the type of work you could be doing, the work can be variable and there is the opportunity to tailor elements to your interests.

**9am** Make and consume coffee or tea whilst catching up on emails and your sustainability news feed.

**9.15am** Quick morning meeting with your Line Manager to set daily goals and activities.

**10am** Produce and schedule engaging social media content promoting current projects and news for the upcoming week.

**11.00am** Socially distanced/virtual huddle – our daily full team catch-up to review progress on projects, action points, new ideas and opportunities and to share sustainability news.

**11:30** Assist Sustainability Placements by coordinating the telephone interview schedule for the current recruitment and learn more about the recruitment process.

**1pm** Lunch

**2pm** Review the Kickstarters' learning journey, follow up on any enquiries and send out information to the cohort about the next online training session.

**3pm** Finish analysing feedback collected as part of our Sustainable Futures Programme, circulate your findings to the rest of the team, making suggestions for any improvements for future workshops.

**4pm** Work on your own personal learning by completing the next module of the Assertive Communication course on our online Academy and update your learning log.

**5pm** Time to go home after an amazing day's work!

### **Essential skills, experience, and qualifications:**

#### Essential

Essential

Interested in sustainability or climate.

A team player.

Good communicator.

Able to demonstrate good time management skills.

Committed to learning and personal progression.

GCSE English & Maths at grade C/4 or above.

Basic knowledge of Microsoft Office applications including Word and Excel.

#### Desirable (don't worry if you don't have these, they would be a bonus but are not expected):

Experience managing data in Excel spreadsheets.

Experienced in writing blogs or articles.

Knowledge of using Social media in a business context.

## Details of employability support:

We will be providing training and development opportunities, plus additional mentoring and networking support, throughout the placement.

This will include:

Access to a selection of Essential Skills online workshops covering key skills such as communication, time management & prioritisation, attendance and travelling to work, presentation skills, communication skills, teamwork and an introduction to sustainability, to support the development of the key workplace skills they will need for success;

Access to our Learning Academy - an online platform of self-led training activities and support notes, designed for people at the start of their careers, to help Kickstarters at their own pace to develop the skills, knowledge and experience needed to create positive careers in sustainability

An end-of-placement online interactive workshop on CV, application and interview skills with tailored next-steps advice from our experienced team;

121 support from our experienced placement team providing objective/goal-setting, assistance with looking for long term work, career advice and support with upcoming interviews or application-writing during their placement; Facilitating each cohort of Kickstart placements as a peer group network to share ideas as a group, helping you to create an invaluable network of young people embarking on your future careers together.

Change Agents UK will also provide a thorough induction process, and with regular 121's and management support will ensure you gain as much experience and knowledge as possible through your placement.

## Details:

**Number of hours per week:** 25

**Working pattern and contracted hours:** Monday 09:00 - 13:00 & Tuesday - Thursday 09:00 - 17:00

**Hourly rate of pay:** £9.50

## How to Apply:

Jobs from the Kickstart Scheme are open to 16-24 year olds, who are claiming Universal Credit. See more at <https://jobhelp.campaign.gov.uk/kickstart/>

Talk to your work coach if you are interested in the vacancy and to gain your Introduction ID that you will need in order to apply.

We are happy to talk to eligible applicants about the role, give us a call on 01572 723419