



## Kickstart Scheme vacancy

<b>Job title:</b>	<b>Project Assistant</b>
<b>Hourly rate of pay:</b>	<b>We are Real Living Wage employers. Hourly rate for London is £11.05</b>
<b>Contract type:</b>	<b>Kickstart placement, fixed term for six months</b>
<b>Hours:</b>	<b>25 hours per week</b>
<b>Working pattern:</b>	<b>Flexible, but generally within office hours, 9am to 5pm</b>
<b>Location:</b>	<b>London SW8 with opportunities for home working</b>

### Introduction

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This is a Kickstart Scheme vacancy so you must be aged 16 to 24 and a Universal Credit claimant to apply (this will be verified through your Jobcentre). If you are successful, you will be offered a six-month fixed term contract, working 25 hours per week.

### Application details

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To apply for this vacancy please contact your work coach at your Jobcentre with the vacancy details. They will refer you for the position on the system (this is a requirement of the Kickstart Scheme). You can then apply directly to the National Literacy Trust.

Email your CV and a covering letter ASAP to [recruitment@literacytrust.org.uk](mailto:recruitment@literacytrust.org.uk). Interviews will be online in the first instance.

### About the National Literacy Trust

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One person in six has poor literacy skills that impact on every area of their life. A child without good reading, writing and communication skills will struggle to succeed at school, and as an adult they could be locked out of the job market. Poverty doubles the likelihood that, by the age of five, a child's literacy skills will be below average.

The National Literacy Trust gives children and young people from disadvantaged communities the literacy skills to succeed in life. We work with schools and other education

settings, with communities and partners, and directly with children and families. Our research and analysis make us the leading authority on literacy and drive our interventions.

We are a rapidly growing organisation, with ambitious plans and amazing staff. We have more than 25 years' experience of delivering programmes and campaigns to improve literacy, and work closely with both national and local government. Our funders and partners include well-known brands such as McDonald's and Amazon, as well as many others. We have around 120 members of staff, and this includes around a third who are based in targeted locations around the country to support delivery of our community activity and programmes. The rest of our team are based in London, but many work flexibly from home and attend the office when their roles require it so there are different faces in the office each day.

### **About this opportunity**

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You will work with our programmes teams to provide administrative support for our project delivery in schools, early years settings and with other community partners. You will assist with event management and meeting planning, support relationship management and work with partners, update and maintain records on our CRM system, help create content for our websites and social media, carry out desk research, support ordering and finance processes, and provide other administrative support where necessary, including arranging travel and accommodation.

You will have a chance to develop experience in project management, campaigning, partnership development and marketing, as well as practical skills like copy writing, using our CMS and CRM systems, and more general office admin support.

You will be able to work regularly from home, but we will otherwise expect you to work from our office in Vauxhall, so that we can provide in-person supervision, support and access to resources and equipment you may need. You can also expect to take part in virtual team meetings and individual meetings with your supervisor and other members of staff. We have systems in place to support strong internal communications and cross-team working, as well as organisational culture and staff wellbeing, as part of our approach to managing effective working across a dispersed team.

You may also attend project events to represent the charity and see our work in action.

### **Employability support**

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As part of the Kickstart scheme, employers are required to provide young people with employability skills training and help them secure employment post-placement.

We will also work with partners to provide further opportunities and support for our Kickstart placements. This will include:

- A dedicated progression coach to support you both during your placement and after

- Peer networking and team building opportunities with other young people in the Kickstart scheme
- Fun and interactive bite-sized training in areas such as making the most out of your placement, presentation skills, effective team working, building confidence and learning how to network, making your CV stand-out and mock interview practice
- Supporting with finding and applying for jobs
- Mentoring support

## **About you**

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### **Essential skills and experience**

Excellent communication skills, both written and verbal

Excellent organisation and administrative skills

Experience of providing administrative support

Proficient in MS Office applications, specifically Word, Excel and Powerpoint

### **Desirable skills and experience**

Experience working in a school environment, or within education/with teachers

### **Other qualities required**

Commitment to equality and diversity

Interest in literacy and social justice issues

## **Working with us**

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Our people are our most important asset and we value and respect diversity in all its forms (seen and unseen). We particularly welcome applications from Black and Asian candidates, people with disabilities and candidates from the communities in which we work. We would like to increase representation of these groups among our staff as we know greater diversity will lead to an even greater impact for our work. We are also committed to providing training, mentoring and support to help us bring new perspectives and experiences into the organisation, and ensure that our staff have the skills and understanding they need to talk confidently about the challenges communities face and our role in addressing them.

We encourage a flexible working approach that allows each person in our team to work in a way that suits their circumstances and enables them to contribute to our success, whoever they are.

## **Summary terms and conditions of employment**

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**Location:** You will be an employee of the National Literacy Trust, based at 68 South Lambeth Road, London SW8 1RL. You will also be able to work from home at times.

**Annual leave:** During your six month placement, you will receive 10 days' annual leave plus the closure of the office on bank holidays.

- Travel:** This role may require occasional travel to other locations. Travel expenses will be paid when incurred in line with our expenses policy.
- Hours:** We have a flexible working culture and encourage all staff to work in a way that enables them to be most effective in their role.
- Safeguarding:** You will be required to follow the National Literacy Trust's safeguarding policy for children, young people and vulnerable adults.
- Pension:** The National Literacy Trust will contribute 8% of your salary for those who qualify for our group pension plan.
- Other benefits:** We provide access to health and wellbeing benefits including an employee assistance programme, discounted gym membership, dental plans and health assessments.