



Department
for Work &
Pensions

KICKSTART SCHEME

DWP Bid Unique Identifier

Job Placement title Stronger Communities Assistant

Company name	The Jo Cox Foundation
---------------------	-----------------------

Job Placement summary:

This is an exciting role working as part of a small but influential national charity building a positive legacy for the late MP, Jo Cox. The Stronger Communities Assistant will have the opportunity to learn valuable skills in team coordination, partnership support, using CRM systems and gain an understanding of community cohesion work in the UK.

The Stronger Communities Assistant will support the Stronger Communities team across the three strands of their work - delivering the [Great Get Together](#) campaign, growing the [More in Common network](#) and working with the [Connection Coalition](#).

We are a close-knit team that inspires and connects individuals, organisations, and businesses to make a real difference to the causes that Jo championed. We're looking for someone who is engaged, enthusiastic, and happy to work to their own initiative. Excellent organisational skills are a must, as is the ability to work out what the most important thing to be doing is when things are busy!

KEY RESPONSIBILITIES

Team support

General administrative support for the Stronger Communities team, including coordinating team meetings and taking minutes where appropriate. Administrative support for the Interim CEO, including support on diary management and meeting coordination. Any other general admin support as required - including sourcing materials for event packs, coordinating postage.

Partnership and fundraising support

Support with conducting due diligence for new partners. Supporting fundraising reporting. Assisting with partner admin, including sourcing and uploading logos, updating web profiles.



Inbox management

Being the first point of contact for all Stronger Communities email accounts (The Great Get Together, Communities and Connection Coalition), dealing with enquiries and responding quickly and helpfully.

Data management

Ensure that all relevant Stronger Communities information (contacts, partners etc) is inputted on Nationbuilder and remains up-to-date. Ensure that all Stronger Communities files on the Google Drive are up-to-date and that information is stored correctly.

General support

Help with any research or other administrative duties required by the Communities Manager, Campaigns Manager or Connection Coalition Manager

Essential skills, experience and qualifications (please do not use bullet points)

APPROACH TO WORK

Can-do attitude and flexible, adaptable and comfortable working in high paced environments. Highly organised with strong planning and problem-solving skills. Self-reliant, capable of taking the initiative and working autonomously. Able to set priorities, meet goals and evaluate the process and results. Professional manner, resilient and calm under pressure. Strongly held personal values aligned with The Jo Cox Foundation, and reflected in your respect for others and wanting to make a positive contribution through your work.

SKILLS AND EXPERIENCE

Experience providing efficient, high-quality administrative support to a busy team. Outstanding verbal and written communication skills via phone, email and drafting formal written correspondence. Confidence in using Microsoft Office (Word, Powerpoint and Excel) and Google Drive and/or willingness to learn new platforms and programmes.



KICKSTART SCHEME

	Experience of using CRM/database platforms such as Salesforce or Nationbuilder (<i>desirable</i>) Team and project coordination experience (<i>desirable</i>)
Job category (DWP use only)	
Number of hours per week	25
Working pattern and contracted hours (including any shift patterns)	25 hours per week part-time within Monday-Friday 9-5pm
Hourly rate of pay	£10.85 (London Living Wage)

Details of employability support (training opportunities/mentor)

The trainee will, as part of their role, undertake a wrap-around 6-month programme of employability and developmental training, delivered by Charityworks – the UK non-profit sector’s talent programme with over a decade of experience supporting young people to kickstart their career to create social change. Learning together with their Kickstart peers across the charity sector, all sharing similar values and career motivations, this programme will be similar in approach to the national Charityworks scheme (www.charity-works.co.uk).

It will comprise a range of onboarding support, skills sessions aimed at developing employability, national conferences, group workshops, peer coaching and practical toolkits all delivered through the Charityworks Digital Learning Platform. Charityworks are currently exploring the possibility for the Kickstart Learning Programme to be an endorsed ILM (Institute of Leadership & Management) opportunity, and for them to be able to offer in real life delivery as and when government restrictions allow.

Using the table on the next page please provide details for each Job Placement by location.



Department
for Work &
Pensions

KICKSTART SCHEME

Employer Job Placement reference (where applicable) 12 Characters Max	Job Placement location and address (including postcode)	Contact details for the Job Placement Name (required) Email address (required) Telephone (optional)	How to apply for the Job Placement	Number of Job Placements at location	Maximum number of referrals per Job Placement	Is public transport available ? Yes/ No/ Don't know	Anticipated start date/s (if known)
	Living Space, 1 Coral Street, London SE1 7BE (Currently Remote)	Jessica Leach jessica@jocoxfoundation.org	Please speak to your work coach to apply.	2	NA	Don't know	March 2020