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| **Kickstart Scheme jobs template** |

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| **Kickstart Scheme Application ID** | **KS3944376C** |
| **Job reference** | Impactful Governance (Gateway) |
| **Job vacancy title** | Admin Assistant |
| **Company name** | FTG Ltd |
| **Company postcode** | EN7 6PE |

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| **Job summary** |
| Full time working with the management team in a lively office in Cheshunt.  We are an established smoke ventilation business that is looking to significantly expand over the next five years and we need an ambitious focused and personable person who is looking for a great opportunity to develop their own skills. You will be responsible for all aspects of office administration including making and answering phone calls & emails, daily invoicing and matching receipts of the engineers. assisting with the engineers schedules and making travel bookings for same as required. You would also be responsible for managing the MD's inbox so that anything urgent is prioritised and nothing is missed and generally assisting with the smooth running of the office and ensuring we hit our KPI's. We are looking for someone with office experience and knowledge of Microsoft Office, Xero accounting package or similar and outlook. In return you will receive 28 days holiday increasing with length of service, enrollment into the pension scheme and after successful completion of the probationary period admission into our health package, death in service benefit and company sickness absence policy |

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| **Essential skills, experience and qualifications** |
| Knowledge of office management systems & procedures. Proficiency in Microsoft office. Proficiency in XERO or similar accounting system.  Able to prioritise work & excellent time management. Excellent verbal and written communication skills  Attention to detail and problem solving skills. Knowledge of outlook |

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| **Hours per week** | **37** |
| **Working pattern** | Monday - Friday, 7 hours a day. |
| **Hourly rate of pay** | £21,840 full time |

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| **Employability support** |
| **Training provided by Impactful Governance – CIC (Kickstart Gateway)**  **Month one of appointment:** Work preparation for *this* role  Week 1 – session 1 Work Readiness Welcome to your new role   * Working in different sectors * Organisation types * Achievement   Week 1 – session 2 Structures of organisations Expectations of the role   * What employers need. * Structures and reporting * Leadership models * Research on how we work * Team work and individual roles   Week 2 – session 3 Applying yourself The wider community and your role in it   * Emotional rewards or work * Team roles * Empathy in the workplace * Interview skills * Behaviours   Week 2 – session 4 Communications Communication & Action Planning   * Conversation cycle * Learning styles * Voicing concerns the right way * Inclusive practices * Active listening * Action Plan   **Month five of appointment:** Preparation for the *next* job (Job readiness)  Session 5 & Session 6 Mentoring & Coaching   * Support will be offered (for example helping with writing their CV and preparing for an interview). All of all modules as outlined in the Training Agreement. Each session will be for at least one hour. Sessions are held remotely over Zoom. The participant will provide feedback during their placement and after training, and this will be acted on if needed. As part of a signed agreement, employers will allow the employee to participate in the training and where sessions are in the evening or weekend, allow Time Off in Leu (TOIL). Each employee is scheduled into training programmes, informing the employer and the employee about the time and date and begins once started in the role. |

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| **If your vacancies are in more than one location, please complete a separate row for each** | | | | | | | | | |
| **Where is this job based?** | **No of jobs at this location** | **When do you want to start advertising this job?** | **Maximum number of referrals you wish to receive per job** | **Is public transport available to this location?** | **Full address and postcode of the job location** | **Contact name, email and phone number for this job** | **Closing date for applications** | **How to apply** | **Anticipated start date for this job** |
| Cheshunt | 1 | 11/11/21 | 50 | Yes but would have to walk from bus stop about 5 mins | Hawthorns Barn, Bread and Cheese Lane, Cheshunt, Herts. EN7 6PE | Jayne Goldsmith, 07702862625, [jayne@ftg-ltd.co.uk](mailto:jayne@ftg-ltd.co.uk) | 17/12/21 | CV by email & interview appointment time to be agreed with employer by phone. FTG conducts telephone interviews in the first instance and then shortlists for face to face interviews | Immediately |