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| **Kickstart Scheme jobs template** |

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| **Kickstart Scheme Application ID** | **KS3944376C** |
| **Job vacancy title** | Admin Assistant – Wellbeing Services |
| **Company name** | Watford & Three Rivers Trust |
| **Company postcode** | WD18 9QD |

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| **Job summary** |
| Key responsibilities Diary and meetings support for the wellbeing team Help maintain effective communication within the wellbeing team Help ensure that external and internal websites are up-to-date Ensure that key admin records are kept up to date Help with post-Covid planning Undertaking research and projects as requested Support with data entry and report preparation Deal with incoming enquiries Deal quickly and appropriately with messages Arrange events and meetings as requested |

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| **Essential skills, experience and qualifications** |
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| **Hours per week** | **25** |
| **Working pattern** | 25 hours p/w. Monday to Friday |
| **Hourly rate of pay** | NMW |

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| **Employability support - Training provided by Impactful Governance – CIC (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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| **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 |
| WD18 9QD  Office | 2 | 15/11/21 | 50 | yes | Hollywell Community centre. Chaffinch Lane, Watford, Hertfordshire WD18 9QD | **Rinu Jerome**  [**hr@w3rt.org**](mailto:hr@w3rt.org)  **07930463138** | **31/12/21** | CV by email & interview appointment time to be agreed with employer by phone. | **21-11-21** |