

Job Title: Smart Works Graduate Training Scheme

Reporting to: UK Head of Operations

Based in: London

Salary: £22,500 per annum, twelve month contract.

About us

Smart Works is an award-winning UK charity that provides high quality interview clothes, styling advice and interview training to out-of-work women on low incomes. We help women to feel confident, look fabulous, succeed at their job interview and move on with their lives. **This works. Over one in two of the women we help get the job.**

Women come to us when they have a job interview lined up, but have not been successful in securing employment. In the two hours they spend with us, we give them a complete outfit of clothes and accessories (theirs to keep) and interview training, enabling them not only to feel more confident but also to start believing in their own ability to succeed.

We are a fast-growing charity and have a team of over 250 trained volunteers who last year delivered nearly 4,000 appointments across six cities. You would be joining the team at an exciting time in our growth as we strive to bring Smart Works to every major city across the UK.

About the role

We are looking for two dynamic and ambitious graduates to join our core staff team in September 2018. Reporting to the UK Head of Operations, you would help to ensure Smart Works grows in a sustainable way, delivers a best-in-class service and supports as many women as possible.

Named the Social Action Charity of the Year 2017 at the national Charity Awards, we are on a mission to take our service to all major cities across the UK. Our 12 month Graduate Training Scheme will recruit up to two talented, hardworking and driven individuals who can roll up their sleeves and get involved in all aspects of running a small, fast paced and growing organisation.

You will be a highly organised and enthusiastic individual who can join an organisation where no day is ever the same and hit the ground running. You will be an integral part of all aspects of the day-to-day running of Smart Works, will be given considerable responsibility, and have access to senior management and trustees. Your work will involve communications, service delivery, outreach, strategy, fundraising, volunteer management and commercial development and you will be given stretching targets and challenging objectives across these areas that will help you to develop.

If you enjoy working in a lively environment and have a strong track-record of meeting targets and exceeding expectations then this is an ideal opportunity for you.

Training and Development

This scheme provides a practical introduction to the charity sector. You will gain valuable front-line experience of service delivery, as well as being trained in core skills and competencies. Our structured bi-monthly training sessions will cover essential topics such as measuring and evaluating impact, charity governance, communications and designing a balanced approach to fundraising. These development opportunities will provide you with the tools and skills you need as you progress in your placement.

In addition to this training, you will go on secondment to one of our corporate partners, have two placements in a regional centre, and attend quarterly coaching sessions with our CEO.

This role combines practical experience and training, and is excellent preparation for a management role within, or outside of, the charity sector.

Key skills:

- Ability to communicate confidently with diverse stakeholders
- Ability to creatively solve challenging logistical and strategic problems
- Ability to communicate with people from a variety of backgrounds
- Not easily defeated – enjoys embarking on a challenging project
- Thrives in a fast-paced, target driven, environment
- Ability to prioritise work appropriately and manage time efficiently
- Flexible, adaptable and resilient
- Works well in a close-knit team

Requirements

- Degree educated: 2:1 or higher in any degree subject
- Experience volunteering or working with volunteers
- Eligible to work in the UK

Time Scales:

- Closing date for applications will be **midday on Monday 22nd January**
- Candidates must be available for first round interviews on either Wednesday 14th or Thursday 15th February.
- Second round interviews will take place on Thursday 22nd or Friday 23rd of February.
- Start date: Monday 3rd September

Terms and Conditions:

- Salary: £22,500 per annum
- 25 days holiday per annum
- This role will require occasional evening hours and some weekend work.
- The role will be split between two London offices in Islington and Ladbroke Grove

How to Apply

Please apply with a covering letter along with a CV to Rosemary Ashworth (rosemary.ashworth@smartworks.org.uk) by midday on Monday 22nd January