

Job Title: Smart Works Graduate Training Scheme

Reporting to: Director 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 to prepare for an upcoming job interview. In the two hours they spend with us, we give them a complete outfit of clothes and accessories (theirs to keep) and interview training. Our clients leave Smart Works feeling empowered, more confident and believing in their own ability to succeed.

We are a fast-growing charity and have a team of over 300 trained volunteers who last year delivered nearly 4,000 appointments across six cities. Named the Social Action Charity of the Year 2017, we are on a mission to take our service to all major cities across the UK and you would be joining the team at an exciting time in our growth.

About the role

We are looking for dynamic and ambitious graduates to join our core staff team in September 2019. Our 12-month Graduate Training Scheme will recruit up to two talented, hardworking and driven individuals who will be involved in all aspects of running a small, fast paced and growing organisation.

Reporting to the Director 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. Your work will involve:

- **Communications**
- **Service delivery**
- **Relationship Management and Outreach**
- **Events Management and Fundraising**
- **Volunteer Management**
- **Commercial Development**

You would be given stretching targets and challenging objectives across these areas. You will be a highly organised and enthusiastic individual, ready to join an organisation where no day is ever the same, roll up your sleeves and hit the ground running. You would be an integral part of all aspects of the day-to-day running of Smart Works, would be given considerable responsibility, and have access to senior management and trustees. 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 throughout the scheme. In addition to this training, you will complete two placements in our regional centres 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

- Thrives in a fast-paced, target driven, environment
- Ability to prioritise work appropriately and manage time efficiently
- Ability to creatively solve challenging logistical and strategic problems
- Ability to communicate with diverse stakeholders and people from a variety of backgrounds
- Flexible, adaptable and resilient - enjoys embarking upon challenging projects
- Works well in a close-knit team

Requirements

- Degree educated: 2:1 or higher in any degree subject.
- Experience volunteering, working with volunteers, fundraising or events management would be desirable, but not essential.
- Eligible to work in the UK.

Timescales

- Closing date for applications will be **midday on Monday 21st January**.
- Candidates must be available for first round interviews on either Wednesday 6th or Thursday 7th February.
- Second round interviews will take place on Wednesday 13th of February.
- Start date: Monday 2nd 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 (recruitment@smartworks.org.uk) by midday on Monday 21st January.