

SMART
WORKS

SMART WORKS GRADUATE SCHEME

Based in London

Full time

Salary: £24k

Closing date: Midday 7th Feb 2022

ABOUT SMART WORKS

Smart Works is a UK charity that dresses and coaches unemployed women for success at their job interview. We empower each woman by giving her the clothes, practical skills and confidence she needs to succeed. After visiting Smart Works, 62% secure a job within a month, gaining financial independence and transforming their lives.

The Smart Works service is delivered in London, Birmingham, Edinburgh, Leeds, Manchester, Newcastle and Reading. In eight years, Smart Works has helped 20,000 women. It is our mission that any woman who needs our service should be able to find her way to a Smart Works centre.

Smart Works has been voted Social Action Charity of the Year and is honoured to have The Duchess of Sussex as our Patron.

ABOUT THE ROLE

Smart Works is looking to recruit talented and hardworking Graduates to join our team in September 2022. Now in its fifth year, our Graduate Scheme will give you a unique and practical insight into the workings of a small, dynamic and fast-growing charity.

By joining the Smart Works Graduate Scheme, you will be supporting the team across one of the following areas of our work: Group Operations & Regional Development, Partnerships & Fundraising, or Marketing & Communications.

You will be an integral part of our team, given real responsibility and trust, and will have access to senior management and trustees. You will be an organised, driven and enthusiastic individual, ready to join an organisation where no day is the same. We are looking for someone to hit the ground running and roll up their sleeves, bringing in a fresh perspective and contributing new, exciting ideas on how we can deliver successful projects.

If you enjoy working in a collaborative environment, are passionate about supporting women and show strong interest in working for a charity, then this is an ideal opportunity for you. We'd love to hear from you.

*Join one of our virtual information sessions on **Wednesday 19th January at 2pm** or **Thursday 27th January at 5pm** to learn more. To register, [click here](#).*

“The Smart Works Graduate Scheme is central to our ethos at Smart Works. It is not just a graduate job, it is an opportunity to join a brilliant community united in a passion for empowering women. This is a demanding and challenging role but one that I am confident will bring out the best in you, just as we seek to bring out the best in our clients every

Kate Stephens, CEO

DUTIES AND RESPONSIBILITIES

The Smart Works Graduate Scheme is a perfect start to a career in the charity sector, with the chance to make a tangible difference within an organisation that is ambitious, innovative and at a pivotal moment in its growth. This is an exciting time to join Smart Works.

Our Graduate Scheme combines a wide-ranging and practical introduction to the charity sector with a unique opportunity to specialise. You will focus on one of three key areas of our work: *Group Operations & Regional Development*, *Partnerships & Fundraising* or *Marketing & Communications*. You will work closely with an experienced manager, who will dedicate time to sharing their expertise, nurturing your talent and supporting your development.

Alongside this work, you will gain a wider understanding into what it takes to run a successful charity. This will include exposure and training across all areas of our work, with direct access to senior members of staff and the opportunity to work on a breadth of projects.

As a small and collaborative team, you will also be expected to support the wider Smart Works team when required, including service delivery and volunteer management. You may also be asked to carry out tasks required by the CEO and other senior members of the team.

If you have a particular area of interest, please express this in your covering letter. If you are flexible and interested in all or any of the roles below, we encourage you to apply and we can discuss your skills at interview.

Group Operations & Regional Development

Reporting to: Director of Service Delivery and Group Operations

Purpose: sitting at the heart of the charity, you will be a guardian of our mission and vision, ensuring we deliver a best-in-class service across the UK and grow sustainably, so that we can expand and help more women.

Responsibilities: building and creating resources that will lead the growth and expansion of Smart Works, monitoring data to track our key performance indicators, planning and delivering staff conferences and supporting with the opening of new centres.

A perfect fit for: a practical problem solver who likes to find innovative solutions to complex challenges; a people-person who is good at listening to others; a data whiz who enjoys evaluating numbers and applying them to real life scenarios; a project manager who is detail orientated and enjoys carrying out a task from start to finish. It would be helpful if you like to travel, as this role will also include regular visits to our regional centres.





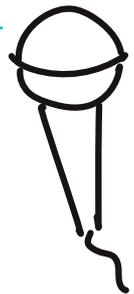
Partnerships & Fundraising

Reporting to: Foundation and Community Fundraising Manager

Purpose: support the partnerships team on a range of fundraising activities and income streams, to maximise the charity's income and enable the growth and development of the Smart Works service.

Responsibilities: the delivery of community fundraising challenges, managing online fundraising platforms, supporting individuals who wish to support Smart Works, working with high-profile partners across the corporate and retail sector and ensuring our fundraising events, such as our Fashion Club and Fashion Sales, are a huge success.

A perfect fit for: a positive and friendly networker who likes communicating with others; a researcher who enjoys understanding what motivates supporters; a focussed and detailed orientated writer who likes to proofread; an organiser who thrives when planning projects; an innovator who likes to deliver big results and smash fundraising targets. It would be ideal for someone with personal experience of fundraising.



Marketing & Communications

Reporting to: Head of Communications

Purpose: to spread the word about Smart Works by ensuring the consistent storytelling, messaging and brand that we communicate to both internal and external audiences.

Responsibilities: managing social media platforms and communication products (such as our website and newsletters), generating high-quality written and visual content, designing marketing materials and collateral, raising awareness of the charity through press, case studies and other promotional materials.

A perfect fit for: a creative storyteller who has a way with words; an excellent team player with strong networking and communication skills; a passionate relationship builder who enjoys collaborating with others; a thoughtful and patient individual who can listen effectively and deliver a brief; a creator or designer; a perfectionist who spends hours on their social media posts and gains satisfaction from capturing the perfect picture.



SKILLS, KNOWLEDGE AND PERSONAL ATTRIBUTES



We would love to hear from you if you are:

- ✓ A recent Graduate, degree educated (any subject)
 - ✓ A team player, who works well in a close-knit and collaborative environment
 - ✓ Organised and hard-working, with a positive work ethic
 - ✓ Creative, innovative and adaptable, enjoying the chance to solve logistical problems and challenges
 - ✓ A great communicator, with excellent written skills, strong attention to detail and an adaptable style to suit different people and situations
 - ✓ A people-person, who can build positive relationships with important stakeholders from a variety of backgrounds
 - ✓ A multi-tasker, who is able to prioritise work appropriately and manage time efficiently
- Experience volunteering, working with volunteers or fundraising for a cause would be helpful, but not essential

We promote equality, diversity and inclusion in our workplace and make recruitment decisions by matching the charity's needs with the skills and experience of candidates, irrespective of age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation. We are keen to encourage a diverse range of perspectives, skills, experience and knowledge within Smart Works Charity.

GENERAL DUTIES OF A SMART WORKS STAFF MEMBER

- ✓ Represent the charity's entrepreneurial drive and focus on tangible outcomes, helping to deliver big results from a small staff team.
- ✓ Work collaboratively and cooperatively with all team members and take an active part in staff meetings and discussions.
- ✓ Adhere to our policies and procedures, and be an ambassador for our charity.
- ✓ Play your part in ensuring that each woman who comes through our door is treated with respect and empathy.

TRAINING AND DEVELOPMENT

Smart Works is a positive and supportive place to work, with a friendly and motivated team who are always happy to help. We are a small charity, which means you will have the opportunity to gain valuable experience across different areas of the charity's work, beyond the aspects of your role.

This scheme provides a practical introduction to the charity sector. You will gain hands-on experience, as well as being trained in core skills and competencies. You will benefit from training sessions with each member of the Smart Works team, who will teach you about their role and responsibilities, from volunteer management to finance and service delivery.

These development opportunities will provide you with the tools and skills you need to progress throughout the scheme. In addition to this training, we benefit from a community of over 400 talented volunteers, who you will be able to shadow and learn from. You will have the opportunity to go on secondment to a partner brand or organisation to learn about different ways of working, and will visit our regional centres to meet with different members of staff to understand their role in the charity.

You will be allocated a Smart Works buddy who will help you to settle in, provide ongoing support and enable you to make the most out of the scheme. We want you to thrive in your role and welcome ideas on how else we can support your development and career progression.

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

BENEFITS, TERMS & CONDITIONS

- Start date: 5th September 2022
- End date: 31st August 2024
- Fixed term contract for 2 years
- Monday to Friday, with typical working hours 9am to 5pm
- Salary: £24,000 per annum for the first year
- The role will be split between two London offices in Islington and Ladbroke Grove
- 25 days holiday per year, plus discretionary leave between Christmas and New Year
- The role will require occasional evening hours and some weekend work
- The successful applicant must be eligible to work in the UK and complete a Basic DBS check

“At the centre of Smart Works is a real sense of community. From my first day, everyone went above and beyond to make me feel welcomed and valued. I have had endless learning opportunities and the chance to work with a variety of staff members, from the Head of Communications through to the Head of Events. So far, the hands-on experience I have gained has been hugely valuable – I never expected to learn so much so quickly.”

Nicola Rose, Partnerships Graduate Trainee 2021

HOW TO APPLY

Please apply with a one page cover letter and a CV (maximum 2 pages) to Charlotte Owens (graduaterecruitment@smartworks.org.uk) by *midday on Monday 7th February*. We also ask all candidates to complete an [Equalities Monitoring Form](#).

We would also like applicants to complete the short task below:



Sonali, a solicitor from a London law firm, has emailed Smart Works to ask for more information about how they could support Smart Works and the work we do. This is the first time the law firm have interacted with Smart Works in London, although their Manchester office organised a clothing collection for Smart Works Greater Manchester a couple of years ago.

Your task is to reply to Sonali's email, explaining the key ways that the law firm could support Smart Works, in a way that is fun, exciting and will engage their employees.

If you have additional requirements and would prefer to complete the task in a different format, please email graduaterecruitment@smartworks.org.uk

APPLICATION CHECKLIST

- ✓ One page cover letter
- ✓ Two page CV
- ✓ One page task
- ✓ [Equalities Monitoring Form](#)

INTERVIEWS

First round interviews will be held virtually on Monday 14th or Tuesday 15th February

Second round interviews will take place in-person on Thursday 24th February (reasonable travel costs will be covered)

SMART
WORKS

**WE CAN'T WAIT TO
HEAR FROM YOU**

