

# SMART WORKS GRADUATE SCHEME

**Based in Leeds or Greater Manchester**

**Full time**

**Starting salary: £22k**

**Closing date: midday 4th April 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, 69% 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 become an integral part of the team in one of our Smart Works centres across the UK. You will be 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 23rd March at 1pm](#) or [Tuesday 29th March at 5pm](#) to learn more. Click on the link to join the session that suits you best.

**“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 day.”**

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 formal training. You will be based in one of our centres (Leeds or Greater Manchester) and will play a central role in the success of that centre. You will take the lead on key strategic projects and help to ensure your Smart Works centre thrives and succeeds.

Examples of projects include:

## Helping more women

Leading a targeted outreach project to build powerful partnerships with other charities and increase referrals from a community or group that is under-represented within current Smart Works clients.



## Cycle for Smart Works

Taking responsibility for the day-to-day management of our annual sponsored cycling challenge in your centre; recruiting individuals and teams to take part, responding to ongoing enquires and questions and tracking the activities progress and impact.



## Support the running of a Smart Works centre

Supporting the Centre Manager with the day-to-day running of the Smart Works service in your centre, taking steps to ensure every woman who visits the centre has the best possible experience.



## Driving forward new initiatives

Supporting the roll out of new initiatives and projects, which may include setting up a 'pop up' Smart Works in another area of a city, implementing a new fundraising idea, or running a communications campaign for your centre.



This will include exposure and training across all areas of our work, with the opportunity to work on a breadth of projects and direct access to senior members of staff working across Smart Works.



# 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 and innovative, 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
- ✓ Flexible and adaptable - enjoys embarking upon new and exciting projects

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.

## 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 work closely with an experienced manager in your base centre, who will dedicate time to sharing their expertise, nurturing your talent and supporting your development.

Alongside this 'on the job' training in your centre, you will be part of a national cohort of Graduates and will attend monthly training sessions run by Smart Works Charity. These will focus on key skills such as influencing, strong communication and effective management, and will be supplemented with in-conversation events with industry experts. Taken together, these development opportunities will provide you with the tools and skills you need to progress throughout the scheme.

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
- Location: you will be based in and employed by one of our centres, with vacancies available in Leeds or Manchester. You are welcome to express a preference of location in your cover letter but this is not essential.
- Monday to Friday, with typical working hours 9am to 5pm
- Starting salary: £22,000 per annum
- 25 days holiday per 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, Graduate Trainee 2021

## HOW TO APPLY

Please apply with a one page cover letter and a CV (maximum 2 pages) to Rebecca Dutton ([graduaterecruitment@smartworks.org.uk](mailto:graduaterecruitment@smartworks.org.uk)) by *midday on Monday 4th April*. 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 Manchester law firm, has emailed Smart Works Greater Manchester 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 Manchester, although their London office organised a clothing collection for Smart Works in London 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 Greater Manchester, in a way that is fun, exciting and will engage their employees.**

**Your reply should be no longer than an A4 page.**

If you have additional requirements and would prefer to complete the task in a different format, please email [graduaterecruitment@smartworks.org.uk](mailto: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 11th or Tuesday 12th April

Second round interviews including a group task will take place in-person w/c 19th or 25th April (reasonable travel costs will be covered)

SMART  
WORKS

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

