



DWP Bid Unique Identifier

KS990742C9

Job Placement title

Project Assistant – Hertfordshire

Job Placement summary

Project officers are at the heart of the Groundwork approach to change places and change lives. This role provides an opportunity to work within the team to help deliver a wide range of community and education projects focussed in one town and will support the development of a range of delivery and project management skills. We are looking for an enthusiastic, adaptable and creative person to help us to deliver and promote the role of rivers and water in our lives, their value and everyone's role in looking after and improving them.

The Project Assistant will work within a team of community officers to organise and deliver a programme of activity including public events, walks and talks, family learning and outdoor play, community engagement and practical green space improvements. The role will support community consultations, working with volunteers undertaking practical tasks including vulnerable adults.

Excellent communication skills are key along with being well organised and with an interest in community and environmental issues. The role is part of a small dedicated team working within a larger Charity and thus the ability to work effectively in this environment is required.

This role is subject to an enhanced DBS check

Main Duties and Responsibilities:

1. To provide support in the development and delivery of a range of environmental focussed community and education projects based around a local river
2. Support the engagement of volunteers and/or participants taking part in our projects including groups of vulnerable adults, parents and young children, community groups and corporate volunteers. This will include both office-based and practical activities
3. To support the promotion and publicity of the work of the community team to partners, funder and communities, working closely with the marketing team
4. To support volunteers involved across the range of projects including handling of data and recording outputs and outcomes



Department
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KICKSTART SCHEME

Essential skills, experience
and qualifications

Education and Qualifications – Essential - GCSE
Mathematics and English Language Grade C or above or
equivalent

Experience – Desirable - delivery of community,
environmental, horticulture, gardening projects.

Knowledge- Understanding and interest in current
community and environmental issues

Job category (DWP use only)

Number of hours per week

25

Working pattern and
contracted hours (including
any shift patterns)

Days and hours are flexible to suit both parties

Hourly rate of pay

National living wage



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Pensions

KICKSTART SCHEME

Details of employability support (training opportunities/mentor)

The Groundwork Kickstart programme will include additional elements of training and personal development support as well as on the job training. Each young person will be able to access bespoke light touch training linked to the Environment/Sustainability and Community Development. This is to provide a flavour of Groundwork's culture, work and diverse employment opportunities. Each young person will be able to become a member of a Youth Network. This will create opportunities to take part in different debates, topics and discussions focused on preparing young people for work. There will also be the opportunity to take part in remote sessions hosted by guest speakers and specialist workers within Groundwork.

Each young person will complete an in-depth induction framework, along with tailored information advice and guidance interviews at key points during the placement. They will also receive intensive one to one coaching throughout their placement. This may include help with their CV, job search skills and interview preparation. They will access ongoing employability support and vacancy information. Groundwork's aim is to provide each young person with the relevant skills and attitude to secure future employment. We will provide ongoing support which may include referring to any specialist services if appropriate. We will provide or signpost to any additional bite size training that will enhance the young person's experience and their placement. As an employee the young person will complete a suite of mandatory training which includes: Safeguarding, Health and Safety, Equality and Diversity and GDPR.

We will create a unique experience for each young person who participates in a Groundwork Kickstart placement.

Company name

Groundwork East

Closing date for applications

17 September 2021