

Role: Project Support Co-Ordinator

Reporting to: Strategic Lead

Part- time: 3 days/week (flexible) possibly to increase to permanent in time

Salary: £18,000 pro rata

Location: Currently home based with a view to office based mid next year in Hertfordshire

Job Description

Working Options in Education is a young charity that is growing and is looking for an organised, articulate self-starter who loves to research things, to help support the team and our amazing army of business volunteers.

Working Options deliver a national employability and life skills programme that helps young people to aim high and fulfil their potential. We're seeking a highly organised Project Support Co-ordinator to support our small team across multiple areas of the charity. You will focus on volunteer recruitment, fundraising and research tasks, with the objective of increasing our volunteer base and increasing funding for the charity.

Our ideal candidate is comfortable communicating with all levels of management in our own organisation, as well as other organisations.

You will have an impact on the efficiency and effectiveness of our daily operations, and a lasting influence on our growth plans in regards, to funding and our volunteer force. Working Options in Education aims to increase the number of volunteers going into schools and colleges over England, reach more students with our vital careers advice and increase funding coming into the charity in order for us to continue our work. We currently reach over 9000 students in 150 schools through our 400 volunteers.

Main Objectives of this Role:

- Management of Social Media platforms, including writing content and scheduling.
- Funding Research, support of applications and management of our funding tracker
- Participate in regular phone meetings with management, updating them on completed tasks and identifying new tasks to begin
- Keep up to date tracking on the development of all tasks, including the status of volunteers being recruited
- Source potential business volunteers and support the team with the onboarding and management of volunteers, resolving any questions they have

- Supporting the staff with database tasks (on CRM and Microsoft excel) and website tasks
- Assisting management with the creation of content for the website and emails to stakeholders
- Responding to messages on behalf of management
- Active member of the team
- Support the team on other general duties

Skills and Qualifications:

- Either 2 years work experience or a degree
- Exemplary verbal, written, and visual communication skills
- Ability to interpret data and analyse results
- Proficient in Excel
- Diligent and organised
- Strong attention to detail
- Self-starter
- Competent analytical skills with experience of organising and analysing information with accuracy
- The ability to write reports and tables and present these findings clearly
- The ability to present findings in a clear and concise way
- Comfortable with technology e.g. all Google and Microsoft software, Wordpress and Suite CRM

As an inclusive employer Working Options in Education actively encourages applications from people of all backgrounds and cultures.

During the Covid 19 pandemic we have closed our office and now require all staff to work from home and use their own laptop.

Please send a covering letter stating why you want the job and CV to:
enquiries@workingoptions.org.uk by **Wednesday 28th October at 5pm.**
Interviews will take place virtually on **Friday 6th November.**