

Recruitment Pack: Project Assistant (Kickstart Apprentice)

Title: Project Assistant (Kickstart Apprentice)
Hours: 25 hours per week, 6 months fixed term contract
Salary: £10.85 per hour plus 7% employer pension contributions
Location: Flexible - currently working from home in line with Government guidelines.
Benefits: Time off between Christmas and New Year (if applicable), free eye test, flexible working,
Employment details: part time, 6 month fixed term contract
Reporting to: Finance and Operations Manager

Application details: Please speak to your Work Coach at your local Jobcentre about this role. If you have any problems, please email jo.wittams@equalitytrust.org.uk

INTERVIEW DATE: to be confirmed

(interviews to be held over Zoom - please contact jo.wittams@equalitytrust.org.uk if you have any accessibility requirements)

Start date: to be agreed with the successful candidate.

We will be accepting applications from referred candidates until the **1st June** initially, although we may close recruitment earlier if a suitable candidate is found before this date.

We will endeavour to respond to everyone who applies. Please email jo.wittams@equalitytrust.org.uk if you have any questions or problems.

This post is advertised as part time: **25 hours per week**. We are open to requests to work flexibly from home/based in TET's London office/a combination, when we return to it. Note: all staff are currently working remotely until further notice. This post will require some evening and weekend work which can be taken as TOIL.

The Organisation

The Equality Trust (TET) is the national charity that campaigns to reduce social and economic inequality in order to improve the quality of life in the UK. We are at the forefront of debates to tackle structural inequalities as well as supporting local grassroots groups to bring about change in their areas.

UK income inequality is among the highest in the developed world and evidence shows that this is bad for almost everyone. People in more equal societies live longer, have better mental and physical health and are more socially mobile. Community life is stronger where the income gap is narrower, children do better at school and they are more likely to achieve their potential. Rates of drug and alcohol addiction are lower. When inequality is reduced people trust each other more, there is less violence and rates of imprisonment are lower.

COVID 19 has emphasised the huge price society pays for high levels of inequality. If we want to build a better society, it is essential we take action to reduce the gap between rich and poor. The Equality Trust is working with others to build a social movement for change. The organization has been recognised as a Spark of Hope by The Elders (founded by Nelson Mandela), is the co-secretariat (with CPAG) of the All Party Parliamentary Group on Poverty and the UK convener of the global Fight Inequality Alliance. If you are passionate about dismantling inequalities and working for social justice, then we want to hear from you!

We are looking for an exceptionally motivated and organised individual who enjoys working in a fast-paced, high-profile environment. We offer a dynamic, friendly team and a supportive and flexible working environment. The Equality Trust is committed to diversity, equity and inclusion in recruitment. We know that organisations with a diverse team perform better for their beneficiaries, and we particularly welcome applications from those who identify as Black, Asian and minoritised ethnic, LGBT+, disabled and older applicants.

Purpose of the role:

We are looking for an apprentice who has a genuine interest in improving the quality of life in the UK by tackling socio-economic inequality. Our apprentice will have the opportunity to work across research, organising and campaigns, supporting us to increase our engagement with those who are under 30. We are looking for someone who has the potential to have a real impact on how we work with young people.

Job description

As a Project Assistant, you will be working under the close supervision of our Operations Manager, and working with a range of other staff, to....

- Support The Equality Trust to develop engaging and creative ways to communicate with young people (aged 16-25).
- Assist with the running of events (these are likely to be online only).
- Support our Young Equality Campaigners to achieve their aims, alongside our Project Officer and Operations Manager.
- Make contact with schools, youth organisations, colleges and other organisations as appropriate to raise awareness of how young people can get involved, with the guidance of the Operations Manager.
- Keep records of your contacts.
- Record, monitor and evaluate your work.
- Work as part of the staff team, giving and receiving support to achieve the project and organisational objectives.
- Attend weekly team meetings, and other staff meetings as required. We may meet in person from June 2021 in London. In person attendance at face to face meetings will not be compulsory.

Essential skills

- A genuine interest in tackling socio-economic inequality.
- Able to engage with peer groups (young people) to share information about socio-economic inequality and gather their views and experiences.
- Able to deal professionally with staff, the public and other stakeholders in all forms of communication.
- Able to follow instructions and work to deadlines.
- Computer literate, able to use a range of platforms and digital media.
- Able to work flexibly as part of a team, asking for and giving support as needed, to ensure effective engagement and messaging.
- Aware of equality and diversity and health and safety.
- Able to understand the importance of being punctual and the impact that sickness absence has on the effectiveness of the team.

The Equality Trust Equality and Diversity Monitoring Form
Private & Confidential

Thank you for completing this **optional** form. We are collecting this data in order to audit our recruitment processes and ensure that we are reaching all sections of the community, in line with our Equal Opportunities Policy. By collating this data we will be able to identify how we can improve the diversity of candidates for all roles in the organisation. This data will be separated from your application form, and both documents will be anonymised before being processed. We will retain this data for 3 months after the post has been filled, after which it will be securely disposed of. You do not have to answer all of the questions, however the more information you provide, the better we can evaluate what we do. Please email your completed form to info@equalitytrust.org.uk

Full name:	
Position applied for:	
Where did you see this vacancy advertised?	

1. How would you best describe your gender identity?	<input type="checkbox"/> Woman <input type="checkbox"/> Man <input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Non-binary <input type="checkbox"/> Genderqueer	<input type="checkbox"/> Agender <input type="checkbox"/> Other: _____
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2. Do you identify as trans?	<input type="checkbox"/> Yes <input type="checkbox"/> Prefer not to say	<input type="checkbox"/> No
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3. Preferred title	<input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mx	<input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Mrs <input type="checkbox"/> Other: _____
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4. Age range	<input type="checkbox"/> 16 - 24 <input type="checkbox"/> 45 - 54 <input type="checkbox"/> Prefer not to say	<input type="checkbox"/> 25 - 34 <input type="checkbox"/> 55 - 64	<input type="checkbox"/> 35 - 44 <input type="checkbox"/> 65+
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5. Sexual orientation	<input type="checkbox"/> Asexual <input type="checkbox"/> Heterosexual/straight <input type="checkbox"/> Queer	<input type="checkbox"/> Bi <input type="checkbox"/> Lesbian/gay woman <input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Gay <input type="checkbox"/> Other: _____
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6. Ethnic origin	<input type="checkbox"/> Asian/Asian British <input type="checkbox"/> White/White British <input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Black/Black British <input type="checkbox"/> Mixed/Multiple ethnic groups	<input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Other: _____
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7. Do you have a religion/faith?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say If yes, please specify: <i>(optional)</i> <hr/>
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8. Disability	Do you consider yourself to be disabled under the Equality Act 2010? <i>When answering this question please note that under the Equality Act 2010 you are considered to have a disability if you have a mental or physical impairment which has a substantial and long term adverse effect upon your ability to carry out normal day to day activities.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, what is the nature of your disability? <i>(please state) (optional)</i> <hr/> <hr/>	
	Do you require any equipment, support or special consideration for access because of your disability/ies in order to carry out the duties described in the job description for the position and/or interview purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, please state: <hr/> <hr/>	

The information you have provided here will be stored either on paper records or a computer system in accordance with the General Data Protection Regulation (2016/679 EU) (GDPR) and will be used solely to monitor the diversity of The Equality Trust's recruitment regarding Equal Opportunity issues. It will not be treated for any other purposes.

Declaration	I agree that The Equality Trust may hold and use the information about me contained in this form, including any information that falls within the definition of 'sensitive personal data' under the terms of the General Data Protection Regulation (2016/679 EU) (GDPR) and as amended, for the purposes of monitoring equal opportunities. I agree that the Trust may keep a record of this form for 3 months.
Signed:	
Date:	

Thank you for taking time to complete this form.