

VACANCY: HR Assistant (6 Months Fixed Term, 25 hours per week) – Lincoln Based

Lincolnshire Action Trust (LAT) is a registered charity that works with individuals who are in contact with the criminal justice system across Lincolnshire and surrounding areas. The main focus of our work is resettlement and rehabilitation including employability, accommodation, finance/debt and children and families. We support over 20,000 people each year.

We are excited to be involved in the Government's new Kickstart programme and we are delighted to offer the following opportunity as part of this Scheme. Kickstart was launched in 2020 in response to the economic impact of Covid-19, and is funded by the Department for Work and Pensions to enable employers to create part-time roles for young people on Universal Credit.

We believe this role offers valuable work experience and the chance to develop your career prospects whilst in role.

The Role:

Are you interested in working in Human Resources? Can you communicate well with others in a confidential environment, work to deadlines and on your own initiative, whilst keeping a cheery outlook?

We are looking for someone who can develop their understanding of Human Resources within the business, be able to work accurately, at speed and have an aptitude for using Excel. You will also be able to work with other Microsoft applications and computer systems and be able to communicate effectively with other employees.

You will develop a knowledge of HR processes whilst enhancing other skills particularly your time management, interpersonal effectiveness, team working, IT and the ability to work on your own initiative.

The role will be based at our office in central Lincoln, and may involve some home working.

Benefits

In addition to working for a friendly and supportive employer, receiving important experience in key skills and valuable employment support sessions in topics such as CV writing and interview technique, the role has the following benefits:

- We will offer the National Living Wage for the relevant age from April 2021 which is: £4.62 per hour for 16 to 17 years; £6.56 per hour for 18-20 years; £8.36 for 21 to 22 years and the National Living Wage of £8.91 for those 23 +
- Plus an 8% pension contribution - 6% employer/employee 2% via auto-enrolment
- 33 days annual leave per year including statutory holidays which will be pro rata for this post (11 days over the 6-month period)
- Access to an employee assistance programme.

The post is subject to completion of an Enhanced DBS and satisfactory references.

How Do I Apply?

To apply for this role please complete the application form provided.

NB: All applications are subject to a referral via your job coach. No other applications can be accepted including those from agencies.

VACANCY: Project Assistant (6 Months Fixed Term, 25 hours per week) – Lincoln Based

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We believe the role offers valuable work experience and the chance to develop your career prospects whilst in role.

The Role:

Do you enjoy co-ordinating different tasks, taking responsibility and working on your own initiative? Are you interested in and do you have an understanding of marketing tools, e.g. press releases and social media? If so, this role may be for you.

We are looking for an IT literate and organised individual who is able to work well with others and meet deadlines.

You will assist the Business Development Manager with activities such as planning and implementing new projects and initiatives, implementation of plans including the marketing strategy, quality assurance, marketing activities such as use social media channels and routine quality assurance activities. You will develop the following: an understanding of marketing and associated processes, marketing and PR skills, teamworking and interpersonal effectiveness.

The role will be based at our office in central Lincoln, and may involve some home working.

Benefits

In addition to working for a friendly and supportive employer, receiving important experience in key skills and valuable employment support sessions in topics such as CV writing and interview techniques, the role has the following benefits:

- We will offer the National Living Wage for the relevant age from April 2021 which is: £4.62 per hour for 16 to 17 years; £6.56 per hour for 18-20 years; £8.36 for 21 to 22 years and the National Living Wage of £8.91 for those 23 +
- Plus an 8% pension contribution - 6% employer/employee 2% via auto-enrolment
- 33 days annual leave per year including statutory holidays which will be pro rata for this post (11 days over the 6-month period)
- Access to an employee assistance programme.

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VACANCY: Project Officer – Criminal Justice (6 Months Fixed Term, 25 hours per week) – Lincoln Based

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We believe the role offers valuable work experience and the chance to develop your career prospects whilst in role.

The Role:

Would you be interested in supporting individuals involved in the criminal justice system and their families under the supervision of an experienced practitioner? Do you have the ability to communicate effectively with others? Are you interested in advocating for others and helping them identify and respond to their own needs? Can you work your own initiative and keep accurate records? If so this position may be of interest to you.

You will work alongside an experienced practitioner in order to:-

- assist in the planning and delivery of one-to-one and small group sessions
- signpost individuals to help them best use community resources
- advocate for individuals with other agencies
- support the planning of an exit strategy for clients approaching the end of their intervention.

This is a perfect opportunity to develop a range of interpersonal skills such as active listening, empathy, interviewing, explaining, summarising, teamworking and leading group working. You will learn about the role of criminal justice partners and about understanding the complex and multiple needs of others.

Benefits

In addition to working for a friendly and supportive employer, receiving important experience in key skills and valuable employment support sessions in topics such as CV writing and interview techniques, the role has the following benefits:

- We will offer the National Living Wage for the relevant age from April 2021 which is: £4.62 per hour for 16 to 17 years; £6.56 per hour for 18-20 years; £8.36 for 21 to 22 years and the National Living Wage of £8.91 for those 23 +
- Plus an 8% pension contribution - 6% employer/employee 2% via auto-enrolment
- 33 days annual leave per year including statutory holidays which will be pro rata for this post (11 days over the 6-month period)
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