

**VACANCY: Project 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 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.

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.**