



Department
for Work &
Pensions

KICKSTART SCHEME

DWP Bid Unique Identifier (DWP use only)

Job title Trainee Community Development Coordinator

Company name and AY Group Community Services CIC

Job summary (Outline of the job description including key responsibilities and detail of the skills the young person will develop and details of homeworking. Please provide as much detail as possible Please do not use bullet points)

An exciting opportunity has come up for a Trainee Community Development Coordinator to join our team as part of the Kickstart Programme.

For information on Kickstart please click here [Kickstart website](#)

The successful candidate will provide an effective and efficient administrative function to support the smooth running of the AY Group Community Services CIC Team. You will support Community Mobilisation Coordinators to manage partnerships with local organisations that meet the needs of local residents. We aim to be more than a funder, bringing all we have to the table (buildings, volunteers, training) to enable organisations to do more. You will promote AY Group as a partner and support communications with partners which may involve writing articles for the website, email newsletters and slide decks outlining AY Group's offer.



Desirable:

- Prior participation in volunteering or experience of working with people in a community setting
- Knowledge of qualitative research such as conducting interviews and focus groups
- An interest in Human Centred Design (HCD) and systems thinking
- Ability to create appealing materials (social media visuals, flyers etc)
- Experience of using social media to promote an activity or service

Commitment:

The role requires at least 15 hours office support per week and to be able to attend office two to three times per week (arranged in advance). Also, a commit of at least three months. The normal office hours are 10 AM to 3 PM and you are required to bring their own lunch. Travel expenses (if any) must be agreed upon in advance with the CEO and will be paid at the end of the month. There may be the opportunity to attend other events or activities associated with the charity if wished. You will be expected to work within the ethos of AY Group Community Services CIC and have high standards of practice. The need to respect confidentiality is paramount, as is a responsible and flexible approach to the work.

Essential skills, experience and qualifications (please do not use bullet points)

- Passionate about addressing social inequality, you are inquisitive, actively learning about the world and why things are the way they are. You look forward to learning from others and trying out new approaches'
- Ambitious for your projects, team and self; you are a resilient, self-starter that enjoys being responsible for their work but isn't scared to ask for help and guidance when needed
- Strong interpersonal skills, you are able to build relationships and work with a range of people, from partners to colleagues and customers. You are a team player
- Strong written communication skills, able to author high quality reports and proposals
- Good IT skills including knowledge of Microsoft Word and Excel
- Good time management and prioritisation skills
- Accuracy and attention to detail with the ability to work on a variety of tasks simultaneously
- Ability to work under pressure and meet deadlines and targets



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Job category (DWP use only)

Number of hours per week 25

**Working pattern and
contracted hours** (including 10-3
any shift patterns)

Hourly rate of pay £8.20

Details of employability support (training opportunities/mentor)



Week 1. Diagnostic assessment, other housekeeping Work skills introduction, to develop an awareness of the Job market.

Week 2. Employability, Goal - completing Portfolio with CV, Cover letter, application form etc.

Week 3. Assessment Management - An approach to self and money management is a vital aspect of employability plus reviews.

Week 4. Team working skills are extremely valuable in the workplace and are also transferable to other areas of life role play + reflection.

Week 5. Practical – Training & work placement, Universal job-match, and job search / interviews plus reviews.

Week 6. Interview skills- to develop thoroughness in preparation to gain a competitive advantage.

Week 7. one to one Mentoring support. Actively seeking employment Candidates will update CVs, complete application form and interview techniques. The second review of progress towards targets.

Week 8 -10. Interview skills Candidates to partake in role plays (interview & Mock interviews). The focus is for the candidate to develop a thoroughness of approach to their conduct and interaction with the interviews.

Week 11 – 12. Employment preparation & Support Job-ready candidates who have not yet secured employment are matched to vacancies with our partner companies.

Post support. Ongoing mentoring for those in work to help them to retain work for at least 13 weeks.

Benefits:

You will receive a full induction into AY Group Community Services CIC and training relevant to the role.

Gain experience in a third sector organisation

Develop transferable skills or enhance your existing skills

Continued support with your professional development from AY Group Community Services CIC staff members and trustees

Providing real opportunity for those hardest to reach and place back into work

Providing opportunities through local organisations, partners and community involvement.

Closing date for applications

Using the table on the next page please provide details for each Job by location.



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Employer Job reference (where applicable) 12 Character s Max	Job location and address including post code. (Homeworking - specify if there will be a requirement to attend a different work location and its address/postcode)	Contact details for the Job: Name (required) Email address (required) Telephone (optional)	How to apply for the Job. Provide a method and an: Email address or Website address or Telephone number	Number of Jobs at location	Maximum number of referrals per Job	Is public transport available ? Yes/ No/ Don't know	Anticipated start date/s (if known)
AYCIC 002	Peabody Hall, Fulham Estate, Lillie Road, London, England, SW 6 1UH (Both option - Work from office / Work from home)	Danny Barnes - CEO danny@ay-group.org 02073818502	Iram Rafiq – HR Director hr@ay-group.org 07541184950	1	4	Yes	Asap