

English for Women

Project Assistant

Location:	Chelmsford
Contract type:	Fixed term until 31 st January (initial contract may be extended, funding permitting)
Working hours:	21 contract hours per week, 39 weeks per year (project operational weeks). You may occasionally be required in the evening.
Salary:	£23,088 pro rata

About the project

English for Women is a vibrant and exciting project which grew from a smile shared between strangers, and is now supporting hundreds of women. Its vision is to help women who have little or no English language to reduce their isolation by helping them to equip themselves with the skills to communicate in everyday life, access local services and integrate into their local communities.

We do this by running language drop-in centres which provide a safe and welcoming environment where connections are made, communities are built and confidence grows.

English for Women has proven itself to be a relevant and much-needed community project run by women for women. It was recently mentioned in the Houses of Parliament as a "remarkable project".

The role

As English for Women continues to grow, this is a fantastic time to join this exciting project on a 12-month, part-time, term-time contract.

As a Project Assistant, you will coordinate and deliver consistently high levels of support in line with the project's aim and objectives. The core values of 'Connection, Communication and Culture' will be at the centre of your work and you will have the drive and determination to make a difference to the lives of others on a daily basis.

It is an exciting and varied position which will involve the successful candidate showing initiative, being proactive and having an enthusiastic, can-do attitude. Reporting to the Project Coordinator, you will support project sessions, work with volunteers, maintain project records, support the fundraising cycle and have a real impact on the lives of our learners.

Essential

To be successful in this position you must have the following skills and experience, and applications should be explicit in providing evidence of them:

IT literate (esp. Excel, Word, PowerPoint)

Competent in monitoring budgets

Able to organise work to meet deadlines and remain calm under pressure

Have a proven track record as an outstanding problem-solver

Excellent interpersonal skills and a proactive team-member

Able to communicate effectively, tactfully and sensitively with a wide range of stakeholders

An understanding of, and sensitivity to, the issues affecting those with little or no English in our communities

English for Women

Willing and able to work flexibly, and to deal with a wide range of responsibilities

Forward thinking, an excellent planner and comfortable reacting to change

Happy to work in a Christian environment

A motivated self-starter who has the ability to work on their own initiative with minimal supervision whilst working as part of a team

Knowledge of maintaining databases and excellent record-keeping, and an understanding of data protection and confidentiality

Desirable

Experience working with, and supervising, volunteers

Experience of funding applications in the charity sector

Closing date: Friday 25th January 2019 (23:59hrs)

How to apply: <https://goo.gl/forms/icxF5ZUnyyFWRSEr1>

If you require the application in word format please contact admin@englishforwomen.org by 10am Wednesday 23rd January 2019

Interview: Thursday 31st January or Friday 1st February 2019.