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**Ideal for anyone living within a commutable distance from Leighton Buzzard or prepared to relocate for the duration of the placement.**

**Job title: Assistant Business Manager**

**Job type: 12 month placement for penultimate year undergraduate students**

**Responsible to: Business Manager and Chief Executive Officer**

**Location: Leighton Buzzard, Bedfordshire**

**Salary: £7,800 per annum**

**Dates: 1st July 2019– 30th June 2020**

**Positions available: 1**

**Background**

KidsOut is a charity (Reg. no. 1075789) that provides positive opportunities and experiences to enhance the wellbeing and outlook of disadvantaged children, supporting them in becoming well-integrated members of society. Established in 1999, KidsOut has twelve members of staff while utilising thousands of volunteers around the UK to achieve our core mission: to bring fun and happiness to those children who need it most. Based in Bedfordshire, KidsOut provides its services nationally to over 50,000 children a year, mainly through the provision of fun days out and Toy Boxes for children being rehomed after refuge.

We are looking for a motivated individual to work full time in the role of Assistant Business Manager in the KidsOut office for 12 months as part of their undergraduate degree. Through this placement, you will gain first-hand experience of working in a fast growing national charity, with the chance to make a sustained impact as part of the small team. This would be ideal for those looking for their first full-time experience in the charity sector as well as those interested in a career in office management. The role will provide a varied and interesting background to all the administrative roles for the charity. You will learn new skills and gain wide-ranging experience in a fast-paced environment on a variety of jobs. There will be an opportunity to help with the charity’s corporate networking and local events while working alongside the fundraising and Children’s Services teams. The role will provide an insight into the diversity and complexity of a very successful national charity. Time management, prioritising workloads and the ability to multitask are essential, as is working to deadlines.

People skills are necessary since we are a small team and the Business Support team act as the public face of the KidsOut office. The role also requires someone who is prepared to be flexible and willing to contribute to the work of other teams when needed. You will be required to meet and mix with volunteers and the public along with making and receiving telephone calls.

You will have the opportunity to attend courses relevant to your position in the charity such as accounting and communications. You will receive training in such things as CRM and social media. You will gain transferable business skills for your future career. The development of your communication skills (oral, written and numerical) will be enhanced through this position.

**The successful applicant will:**

* Be responsible and trustworthy
* Be able to present passionately to volunteers and the public
* Be a dynamic, creative and forward thinking individual
* Be team-oriented
* Have good Microsoft Word, Excel and Outlook skills

**Key Duties:**

* Support the Business Manager in the day to day running of the charity.
* Answer inbound calls, emails and post. Respond to queries in a timely manner or forward to appropriate team members for action.
* Support Events, fundraising, children’s services and volunteering when required.
* Coordinate recruitment and induction of new volunteers
* Prepare mail appeals, keep records up to date, receive & record payments

More information on the charity is available at [www.kidsout.org.uk](http://www.kidsout.org.uk)

If you would like to apply for this position, please email your CV and a covering letter to info@kidsout.org.uk

Please note that the vacancy will close once a suitable applicant is found so early application is recommended.