



Ideal for anyone living within a one hour drive of Leighton Buzzard

Job title: Children's Services Assistant

Job type: 12 month placement for penultimate year undergraduate students

Main purpose of the job: To assist the Children's Services team in delivering Fun Days and Toy Boxes

Responsible to: Head of Children's Services and Chief Executive

Location: Leighton Buzzard, Bedfordshire

Salary: £7,200 per annum

Dates: 2nd July 2018– 28th June 2019

Background

KidsOut gives disadvantaged children and young people fun, positive experiences that contribute to their development, well-being and outlook for a happier future. Every year, KidsOut helps over 50,000 children, who may have escaped domestic violence, have a life-limiting illness, have special educational needs or have become young carers.

We are looking for an Assistant to Children's Services to work full time in the KidsOut office for 12 months as part of your undergraduate degree. You will learn new skills and gain wide-ranging experience working in a fast paced environment on a variety of projects. We are a small team so you will have a key role with a large input and your work will make a real difference. By the end of the placement you will have gained extensive experience delivering services to the children we support, as well as exposure to the workings of the charity sector more generally. Opportunities provided will help you develop your communication, correspondence and interpersonal skills, and the varied nature of the job will allow you to further your time-management and organisational capabilities.

The placement is open to all degree subjects, providing that you are able to demonstrate the successful applicant qualities listed below.

The successful applicant will:

- Develop skills in delivering services to the children we support, to manage specific projects and events, working closely with partnerships
- Have excellent written and verbal skills
- Be knowledgeable and able to present passionately to a variety of groups
- Have the ability to negotiate and influence effectively
- Be a dynamic, creative and forward thinking individual
- Have a proactive approach to your work
- Have the ability to work effectively to multiple deadlines
- Be team-spirited and have good people skills
- Work accurately, with excellent attention to detail
- Be confident in dealing with external communications

Desirable:

- Full, clean UK driving licence

Key duties:

- To provide administrative support to deliver the Toy Box Service
- Organise days out for the service users nationally
- Aiding administration and organisation of our World Stories Service
- Respond to any telephone queries
- Identify new partnerships and develop strong relationships
- Deliver a high standard of customer service to all service users and partners
- Accurately input data and maintain databases
- Collate information for reports and feedback
- Work alongside your line manager to identify learning/training needs
- To be flexible in undertaking such duties as the Head of Children's Services or CEO may deem appropriate

More information on the charity is available at 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.