

# Foundations for Change and Diverse Works Project Assistant

21 hrs per week £13,708 (£23,500 FTE)

This part time role will provide administrative support to two of Breakthrough UK's employment support projects on their combined work in supporting both disabled job applicants and Manchester based employers.

This role is primarily remote but will require occasional travel into central Manchester and surrounding boroughs.

Applications including CV and cover letter in your preferred format (videos accepted). Please email to [k.ollerenshaw@breakthrough-uk.co.uk](mailto:k.ollerenshaw@breakthrough-uk.co.uk) with subject line: Application for role of Project Assistant.

Core responsibilities will include:

- minuting meetings,
- preparing and distributing marketing materials,
- maintaining contact with partners and clients,
- supporting with the delivery of training,
- development of training materials,
- engaging with stakeholders,
- conducting project impact evaluation and reporting.

## **Diverse Works:**

Diverse Works focuses on supporting individual disabled people in developing their approach to employment with the aim of finding them appropriate work and training.

## **Foundations for Change:**

Foundations for Change will be building on its previously co-produced work to provide a structured and practical course for employers to become better employers of disabled people.

Both projects use the Social Model of Disability to remove barriers to, and within, employment.

## **Diverse Works x Foundations for Change:**

Throughout the timeline of both projects, participants will be providing their lived experience to help guide the project's teaching and development to mutual benefit. This will culminate in reverse job fairs which all project participants will be invited to participate in.

## Person Specification

<b>Personal Values</b>	
1	Must display a genuine commitment to equality of opportunity and an understanding of the barriers to inclusion in society experienced by members of marginalised groups and how these can be removed.
<b>Skills and Knowledge required for role</b>	
2	An awareness of: (a) equal opportunities issues, (b) the need to treat people with equal respect, (c) social model of disability, (d) barriers that disabled people face to independent living (e) Equality legislation and best practice
3	Excellent written and verbal communication skills (where necessary through sign language interpreters or with communication equipment).
4	The ability to work methodically, maintain standard procedures and design and implement new processes and procedures when needed.
5	The ability to solve problems with minimum supervision and take ownership and responsibility when required for specified areas of work.
6	The ability to work flexibly to meet business needs.
7	The ability to work to tight deadlines and be able to achieve individual, team and organisation targets.
<b>Experience</b>	
8	Experience of ensuring high quality, proactive and efficient administrative support
9	Experience of promoting services and engaging with other organisations.
10	Experience of conducting basic impact monitoring.

<b>11</b>	Proven IT skills, including experience and knowledge of using the Microsoft office suite, Canva and social media.
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