**JOB DESCRIPTION**

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| **Job Title** | Admin Assistant | |
| **Department** | Membership Services | |
| **Rate of Pay** | National Minimum Wage, 25 hours a week | |
| **Report to** | Membership Services Manager | |
| **Contract** | 6 months | |
| **Closing date for applications** | 19th August, 5pm | |
| **Interview Date** | … | |
| **Overview of Role**  The Admin Assistant will work alongside existing Guild staff, elected officers and 4 other Kickstart Trainees to develop and deliver amazing student opportunities for students at University College Birmingham,. The Admin Assistant’s focus will be on supporting the Guild’s student-run societies to grow and thrive.  The Admin Assistant will provide support and guidance for societies and student groups, for example ensuring they know how to make use of the Guild’s website to promote events, use the societies management system, and submit budget requests. They will also approve finance and activity requests, and work alongside their Manager to track this. Through this they will develop really high quality systems management skills, and be able to demonstrate management of charity volunteer systems and software that will be useful for a huge number of charity roles they may look to apply to in the future.  A large part of the role will involve helping society leaders to develop their own skills. They will approve support requests from society leaders, work with leaders to develop risk assessments of activities, help them with events management and provide general support and guidance, functioning as a first point of contact for societies with queries and seeking advice. They will develop coaching and training skills, learning how to provide staffing support to youth leadership initiatives.  As part of the development within their role, they may work with societies, students and other Kickstart Trainees to establish new ideas and new systems to make the Guild an even better place to have an amazing student experience.  Their work will be varied and exciting, working in a fun and sociable environment with a real focus on development, growth and learning.  **Essential skills, qualifications and experience**  The most important skills required for this role are a passion and commitment to youth and student-led activities, a desire to develop a career in the broader charity sector, and someone who is excited at the prospect of empowering and supporting individuals and/or groups to make change happen and meet their goals. We will provide full support and training, and are looking to proactively help to support a young person to develop their career – so a willingness to learn, and desire to grow and develop the required skills are the most important aspect of this role.  Some experience of organising events and/or activities would be desirable, whether formally in a job role, as a volunteer or more broadly in life.  We will be looking for someone who can quickly develop the ability to work independently, prioritise tasks and workload, and enjoys working with systems and structure to support people to achieve.  The successful candidate should also have English and Maths fluency to GCSE level.  Experience of some form of formal working, whether in an office environment or otherwise, would be an advantage. | | |
| **Other Information** | | |
| **Role development** | | All Kickstart Trainees will take part in a national development programme, delivered by Koreo, a social enterprise that mobilises talent to create social change. Through a mix of self-directed and facilitated learning, you will be supported to develop employability skills, build networks and join part of an extensive community of young people kickstarting their careers in the community development space.  As a Guild of Students, our staff team is specialised in youth development and community building. We will provide you with a mentor, and work directly with you to identify your next career steps, supporting you wherever possible in gaining experience that will lead you to securing a role in your chosen field. |
| **Governance** | | The Guild is primarily governed by its Board of Trustees, comprising two full-time sabbatical officers, two current students and two external trustees. The Board have ultimate responsibility for the day-to-day management and operation of the Guild, through delegation to the President and the Director. The Trustees ensure the Guild remains legally compliant, solvent, and functions in accordance with the Constitution. |
| **Democratic** | | The student activities of the Guild are coordinated through the Executive Committee, of which all elected student officers are members, and which is formally a subcommittee of the Board. The Executive Committee is also responsible for maintaining a coherent record of policy adopted by Student Council, and developing and proposing new policies for Student Council to consider. |