



Inspiring | Inclusive | Innovative | Open & honest

Engagement & Community Assistant

Recruitment Pack



Our **mission** is to inspire inclusive business growth, contributing to economic prosperity

Who we are & the Skills & Partnership Team

CEME is an independent charity. Our prime focus is the manufacturing, engineering, technology, training and education sectors. CEME provides business incubation space for early-stage growth and start-up companies and move-on space as they grow. We offer high-quality training and skills facilities to a wide range of clients, and world-class event space plus we deliver a wide range of support programmes to help people and organisations prosper and grow.

As an independent charity, we exist to change lives through business growth. Our team, based in East London, works to deliver our mission of inspiring inclusive business growth and contributing to East London's economic prosperity in a way that aligns with our values of inclusion, inspiration, innovation, openness and honesty.



Aspiring to **improve economic prosperity** within our region.

www.ceme.co.uk

Mission, Vision & Value



Mission

Our **mission** is to inspire inclusive business growth, contributing to economic prosperity

Vision

Our **vision** is a world where engineering, technology, design and manufacturing businesses improve life and wellbeing.

Value

Our **values** define how we work and what we do:

- Inspire people to achieve more through learning fast
- Being inclusive, involving everyone regardless of who they are
- We are innovative, exploring new thinking that will change the world and how we live
- Being open and honest, displaying the highest levels of Integrity in all that we do

EDI Statement

CEME embraces diversity, inclusivity and equality and seeks to promote the benefits of this in all of our business activities. We operate a business culture that reflects this belief. We seek to ensure that our processes yield as diverse a candidate base as possible and we strive to support our clients in meeting their own diversity targets.

We are committed to promoting diversity for all applicants and candidates. We review on an on-going basis all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or membership or non-membership of a Trade Union or spent convictions.

Strategic Priorities 2023 - 2028

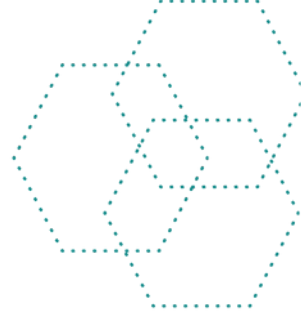


Click on link for for info: <https://readymag.com/ceme/2022-2028/>

OBJECTIVE 1	To be a catalyst for economic regeneration
OBJECTIVE 2	To be an accelerator for Greentech
OBJECTIVE 3	To champion inclusive business growth
OBJECTIVE 4	Future organisation development
OBJECTIVE 5	Improving our brand presence
OBJECTIVE 6	We aim to create a more inspiring environment at CEME 1
OBJECTIVE 7	Increasing income generation and sales



Benefits @ CEME



- Westfield Healthcare
- Pension scheme: 1.50% employee and 6.50% employer contribution
- Flexible hybrid working (will be required to work 3 days in the office)
- 25 days holiday allowance plus Bank Holidays & Christmas
- Professional development support and up to 4 days off per year to undertake voluntary work
- Contribute of £250 towards your own personal development training of your choice
- Duvet Day
- Birthday off
- 4pm Finish on a Friday



Our **vision** is a world where engineering, technology, design, and manufacturing businesses improve life and wellbeing

Job Description



1. About Skills & Partnership

CEME was established in 2003 as a registered charity with the objective of contributing to the regeneration of the Thames Gateway region creating prosperity and jobs. For more than 20 years, the organisation has had strong partnerships in education and business, with local authorities and institutions.

This role will be key to help drive and coordinate and implementation of skills development initiatives within the Thames Estuary Area, fostering partnerships and collaborations to create a highly skilled workforce that meets the region's economic needs.

We are seeking a proactive and organised Project Assistant to provide administrative and coordination support for our entrepreneurship programmes, events, and business growth activities. This is an entry-level position suitable for a recent graduate.

2. About the role:

This role involves fostering partnerships with businesses local institutions, and communities to develop and implement innovative skills and community development programmes. Responsibilities include, outreach to potential participants and businesses based at CEME, event coordination, administrative support, and marketing. The successful candidate will be instrumental in driving economic growth and workforce development within the region.

3. Key Responsibilities:

- Partnership Development: Build and maintain strong relationships with local businesses, educational institutions, training providers, and government agencies to foster collaborative partnerships for skills development.
- Programme Development: support the design and implement innovative skills development programmes, including apprenticeships, internships, upskilling initiatives, and reskilling programmes, tailored to the specific needs of the region.
- Conduct research on potential donors, sponsors, and partners, and assist in developing strategies to cultivate relationships
- Coordinate logistics for internal events and programmes
- Provide administrative support including scheduling meetings, and note taking
- Identify and engage with potential new programme participants
- Support delivery of the Business Growth Academy (BGA) program and day-to-day activities
- Assist with improving engagement with tenants, members and local communities
- Provide administrative support to the project team, including scheduling meetings, preparing documents, and maintaining project files
- Coordinate with external stakeholders, such as government agencies and community organisations, to facilitate collaboration and support for our projects
- Assist in the creation of marketing materials content to promote our activities
- Other duties as assigned



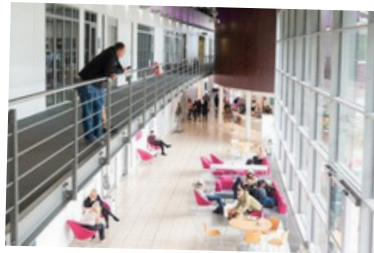
4. Skills & Experience:

- Recent graduate or some prior office/administrative experience preferred
- Strong communication and Ability to problem-solve and work proactively
- Strong organisational and critical thinking skills
- Effective time management skills, with the ability to manage multiple tasks and deadlines simultaneously
- Excellent written and verbal communication skills, with the ability to effectively communicate with diverse stakeholders
- Proficiency in Microsoft Office Suite
- A passion for helping others and making a positive impact in the community
- Flexibility and adaptable approach

5. Other Information:

- .Reporting to: Head of Partnerships & Skills
- .Location: Rainham, Essex
- .Hybrid working: Minimum of 3 days in the office
- .Salary: £27,000 - £28,000 (dependent on experience)
- .Hours: 37.5hrs per week, Monday - Friday, 9-5pm

6. **How to Apply:** To apply please provide a supporting statement no longer than 2xA4 pages saying how you meet the selection criteria and your motivation for applying. Provide the names and contact details of two referees (who will only be contacted if you are offered the job) along with your current salary and notice period All applications must be sent directly to **Lucy.Groen@ceme.co.uk** **Closing date: Friday 25 October 2024** With Interviews taking place week commencing Monday 4 November 2024



Directions



The CEME Campus is ideally located on the A13, one of the main East London arterial roads between London City Airport and the M25. Convenient to London and the South East & East of England, CEME is accessible via all forms of transport:

- 15 minutes from Canary Wharf • 15 minutes from London City Airport
- 10 minutes from the M25 • Easily accessible via overground, underground & bus networks
- 500 free car parking space

By Train

Rainham Station is served by C2C trains operating between London Fenchurch Street (24 mins) and Southend in Essex (54 mins). Trains depart every 15 minutes during peak travel times

By Bus

Bus 174 operates every 10 minutes from Harold Hill via Romford and terminates at CEME on Marsh Way. Bus 287 operates from Barking to the junction of Marsh Way for CEME and the old A13 (30 mins).

By Underground

The closest Underground station is Dagenham Heathway, served by the District Line (Zone 5), which is only 15 minutes from CEME by bus (Bus 174) or taxi.



By Car Access to CEME is well signed from the A13:

A13 from London. Leave the A13 at the second Dagenham/Hornchurch exit. At the first roundabout take the fourth exit underneath the flyover and then take the exit for Marsh Way at the second roundabout. CEME is the first turning on the left.

A13 from the East. After the M25 junction leave the A13 at the first Dagenham/Hornchurch exit. At the roundabout take the first exit, Marsh Way, and CEME is the first turning on the left



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