



SMART WORKS LEEDS

Outreach Assistant

Salary: £22,700 per annum (pro rata)

Working pattern: 24 hours, part time role

Closing date: 19th February at 09:00

ABOUT SMART WORKS

Smart Works is a dynamic, high profile and fast-growing UK charity that dresses and coaches unemployed women for success at their job interview. We empower each woman by giving her the clothes and the confidence she needs to succeed.

After visiting Smart Works, 69% of clients secure a job within a month, gaining financial independence and transforming their lives.

The Smart Works service is delivered in London, Greater Manchester, Glasgow, Edinburgh, Birmingham, Newcastle, Reading and Leeds. Over the past ten years, Smart Works has helped over 30,000 women. It is our mission that any woman who needs our service should be able to find her way to a Smart Works centre.

In April 2022, we launched a new Three-Year Plan that will see the charity double the number of women helped annually from 5,000 to 10,000 women. To achieve this, we will grow our existing centres and open new centres in key areas of need across the UK.

More information about who we are can be found on our [website](#).



ABOUT THE ROLE

Every woman who comes to Smart Works is referred by another organisation or charity. Across the UK over 400 organisations refer women to Smart Works, including job centres, refuges, prisons, work programme providers and other charities. Without our referral partners, Smart Works would not be able to reach women in need and help them to succeed at interview and start a new chapter. Building and nurturing these partnerships is central to our work and success as a charity.

The Outreach Assistant will support the Outreach and Communications Lead with the engagement of our referral partners, ensuring that they are aware of our service and how to refer clients. The successful individual will be the face of Smart Works Leeds in our local community. In practice, this means presenting to partners and potential clients, attending job fairs and events, and identifying opportunities of partnership working to encourage and increase partnerships with our referrers across the region.

The role would be based at our Smart Works centre in Leeds, with frequent off-site attendance at events, meetings and presentations. There may be occasional evening and weekend work as the successful candidate will be part of the wider centre team, helping with networking and key events support. As part of the wider service delivery team, they will also play an active role in ensuring our volunteer-powered service is delivered to the highest possible standard in our centres.

Smart Works Leeds is part of Smart Works Charity, with Smart Works centres across the UK. There will therefore be some travel and liaison with local centres across the UK and in London, to support induction and training.

If you enjoy working in a collaborative environment, public speaking and have excellent written communication skills, then this is an ideal opportunity for you.





DUTIES AND RESPONSIBILITIES

The successful candidate will undertake activities including:

- Looking after a selection of referral partners, building relationships with existing ones and forging new ones.
- Presenting to potential clients and referral partners about Smart Works in a variety of settings.
- Delivering workshops to potential clients, supported by the Outreach and Communications Lead.
- Attending career fairs, job centres and employment events across West Yorkshire.
- Supporting the Outreach and Communications Lead to organise, deliver and attend community outreach events in centre and across Leeds that increases the profile of Smart Works.
- Play a role in supporting the smooth running of the Leeds centre as part of the wider service delivery team.

Smart Works is a community that shares a passion to empower women to thrive in work and life, determined to meet our aim of helping as many women as we can back into work. The successful candidate will therefore build strong working relationships across this community, with their own immediate staff team as well as other local centres across the UK and in London.

SKILLS, KNOWLEDGE, AND PERSONAL ATTRIBUTES

Essential Criteria

- Friendly and comfortable with public speaking.
- Curious and enjoy learning and trying new things.
- Hard-working and organised with good attention to detail.
- Target driven, able to perform well against KPIs.
- Excellent written communication skills.
- Strong organisation skills.
- Knowledge of the employability support available to unemployed people in Leeds.
- Passionate about the work of Smart Works and our mission.

Desirable Criteria

- Experience presenting and engaging local community partners / conducting outreach activity.
- Experience working within a fast-paced organisation, where flexibility is key.

We particularly welcome applications from black, Asian and minority ethnic candidates, disabled candidates, and candidates with lived experience of unemployment as we would like to increase the representation of these groups at Smart Works.

Smart Works promotes equity, diversity, and inclusion in our workplace. We make employment decisions by matching the Charity's needs with the skills and experience of candidates. These decisions are made irrespective of age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation.

GENERAL DUTIES OF A SMART WORKS STAFF MEMBER

- Work collaboratively and cooperatively with all team members and take an active part in staff meetings and discussions.
- Adhere to our policies and procedures and be an ambassador for our charity.
- Play your part in ensuring that each woman who comes through our door is treated with respect and empathy.



BENEFITS, TERMS, AND CONDITIONS

- Salary of £22,700 per annum (pro rata).
- Part-time role, 24 hours per week. Flexible working to be discussed at interview.
- Based in our Leeds centre. Due to the nature of the role, this cannot be done working from home and will involve regular travel across the city. A car driver with a clean licence and access to a car would therefore be beneficial but is not essential.
- 25 days annual leave, plus bank holidays.
- 3% pension employer contribution after the qualifying period.
- Positive, supportive working environment with opportunities for practical training and progression.
- VIP access at Smart Works sales, events and pop up shops.
- All successful applicants must provide two satisfactory references and complete a Basic DBS check.

HOW TO APPLY

Please submit a CV and cover letter via our recruitment portal [here](#) by 19th February at 09:00am. Your application should be addressed to Emily Zadok. First round interviews will be held week commencing 26th February.

If you require any reasonable adjustments or alterations for the application and recruitment processes, please contact recruitment@smartworks.org.uk about submitting a manual application.

At Smart Works we will apply suitable measures to keep your information secure in accordance with our Privacy Policy (a current version of which is available on our [website](#)).