

Fashion
AS A FORCE
for good

SMART
WORKS

SMART WORKS READING OUTREACH LEAD

Salary: £24, 960 - £26,000 FTE depending on experience

Closing date: Monday 29th July at 5pm



ABOUT SMART WORKS

Smart Works is a dynamic, high profile and fast-growing UK charity that dresses, coaches and empowers unemployed women for success at their job interview. 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 11 centres across the UK. Over the past ten years, Smart Works has helped over 35,000 women. It is our mission that any woman who needs our service should be able to find her way to a Smart Works centre. More information about who we are can be found on our [website](#).

ABOUT THE ROLE

Are you passionate about empowering women and making a real difference in their lives? Join Smart Works Reading as our Outreach Lead and be part of an ambitious charity that helps unemployed women succeed!

As our Outreach Lead, you'll play a crucial role in expanding our reach and impact across the Thames Valley. You'll be the driving force behind our partnerships, ensuring a steady flow of referrals to help more women transform their lives through our services. Based at our Reading centre, you'll split your time between office work and travelling across the region to meet with partners and attend events.

This role offers a unique blend of relationship management, event planning, data analysis, and direct involvement in our service delivery. You'll be part of a dedicated team, working closely with our Centre Manager to achieve our ambitious goals. Whilst primarily focused on Berkshire, you may occasionally travel to London for training and collaboration with our London office.





DUTIES AND RESPONSIBILITIES

- Manage and nurture relationships with referral partners across Berkshire, including job centres, refuges, prisons, work programme providers, and other charities.
- Research and create project plans to engage new referral partners and maintain existing relationships.
- Organise and attend inspiring events to showcase our impact and increase referrals.
- Analyse data and manage our referral database to identify opportunities and track our success.
- Share regular, engaging communications with referral partners.
- Pilot innovative initiatives to boost engagement with our partners.
- Support the smooth running of our Reading centre, including answering calls and booking appointments.
- Participate in regular online meetings and annual conferences with the wider Smart Works team.

SKILLS, KNOWLEDGE, AND PERSONAL ATTRIBUTES

- A proven track record in managing relationships and partnerships.
- Outstanding interpersonal skills and the ability to adapt your communication style to various stakeholders.
- Confidence in representing Smart Works, whether presenting to large groups or writing to potential partners.
- Event organisation skills and the ability to juggle multiple priorities.
- A target-driven mindset with a knack for meeting KPIs.
- Passion for supporting unemployed women in Berkshire.
- Strong IT and administration skills with excellent attention to detail
- Ability to work independently and as part of a team.

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

Smart Works promotes equity, diversity and inclusion in our workplace and make recruitment decisions by matching the Charity's needs with the skills and experience of candidates, 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.



BENEFITS, TERMS, AND CONDITIONS

- A salary of £24,960 - £26,000 FTE (depending on experience)
- Flexible working options (minimum 30 hours per week)
- 25 days of annual leave, plus bank holidays
- Company pension scheme
- A positive, supportive working environment with opportunities for growth
- The chance to make a tangible difference in women's lives.
- VIP access to Smart Works sales, events, and pop-up shops
- Be part of a fast-growing, high-profile UK charity with a proven track record of success

HOW TO APPLY

Please submit a CV by Monday 29th July at 5pm.

Closing date for applications **5pm Monday 29th July**.

First round interviews will be held virtually on **Wednesday 7th August**, via Microsoft Teams.

Second Round interviews will be **Wednesday 14th August**, in person at our Reading Office.

Smart Works is committed to best practice employment practices, including reducing the burden for those seeking work. Smart Works will therefore reimburse reasonable costs of travel to interviews if required.

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).