## Facilitation and Logistics Team Assistant

**Kickstart is a Government Scheme for 16 - 24 year olds who are claiming Universal Credit**

*MyBnk have 3 Kickstart vacancies available*

<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Facilitation and Logistics Team Assistant</th>
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<tbody>
<tr>
<td><strong>Location</strong></td>
<td>MyBnk HQ, 3 Bath Place, EC2A 3DR</td>
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<td></td>
<td>The role will be mainly-office based (Zone 1) with some working from our Money House locations and host organisations such as schools. Some homeworking may be possible too if you have access to a suitable set-up, but unless this is a UK Government requirement owing to Covid-19, you will not be required to work from home.</td>
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<td><strong>Duration</strong></td>
<td>25 hours per week, between 9 – 5 Monday to Friday</td>
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<td><strong>Salary</strong></td>
<td>£10.85 London Living Wage</td>
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| **How to apply** | Speak with your Work Coach and ask them to refer you for your preferred MyBnk vacancy. You cannot apply without first being referred by your Work Coach.  
Your Work Coach will then ask you to apply to MyBnk. Your application should consist of your CV and a cover letter, which should include why you would like to work for MyBnk, what attracts you to the role and why you think you would be good at it.  
If you have taken part in a MyBnk programme do mention this in your application. |

### Job Summary:

In this role you will develop organisation skills, interpersonal and communication skills and attention to detail.

### Responsibilities of the role will include:

- Help with admin on our database and booking process, for example assigning trainers to sessions and preparing briefing sheets and booking confirmations for MyBnk’s host organisations (schools and youth organisations).
- Support with bookings, for example in our regions, for particular funders and where we need to organise for MPs to visit our sessions.
- Liaise with host organisations and MyBnk’s communications team to organise visits to collect material for case studies.
- Support the team with extra work during busy periods.
- Prepare and set up links for virtual bookings.
- Build database for new projects where we need outreach to new / specific areas and target groups.
- Printing, organising and shipping resources to MyBnk trainers.

About MyBnk:

MyBnk is the leading UK financial education charity specialising in creating and delivering high impact and fun money management programmes for 5-25 year olds.

We work where need is greatest and where we can make the most difference: More than 60% of our delivery is for young people in vulnerable circumstances and 20% in primary schools. Since 2007, we have worked with more than 275,000 young people.

Keeping ‘Youth at the Heart’ of everything we do is a core value at MyBnk. It is in the spirit of this that we are recruiting our Kickstart employees. You will therefore play a key part in MyBnk’s youth engagement, from inspiring our alumni programme, to representing MyBnk in live sessions and on social media, to telling us and our supporters your views.

Skills, experience and qualifications:

This placement would be well suited to a candidate who is organised, has strong communication skills and who is

Desired capabilities / skills:

- Well-organised
- Good attention to detail
- Clear communicator
- Good at team working
- Enthusiastic and willing to learn
- Good time management and ability to meet deadlines
- Basic IT proficiency – Outlook, Word, Excel, PowerPoint etc
- Comfortable talking on the phone.

Inclusivity:
MyBnk is dedicated to building an inclusive culture and working environment that promotes a sense of safety and belonging for our staff to feel supported to achieve their potential.

MyBnk will not discriminate either directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, pregnancy, age, disability, sexual orientation, gender reassignment, ethnicity, neurodiversity, cultural or religious beliefs.

MyBnk is striving to be an actively anti-racist organisation. We work hard to ensure we are listening, learning and constantly evolving to root out and tackle racism in all its forms.

We actively encourage applications from under-represented and racialised groups, including those with lived experience of the social cause we seek to address.

Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability.

**Employability Support Programme:**

Your Line Manager will oversee and support you with work in your team.

Your Training Supervisor will organise employment support and co-ordinate work outside your designated team. This will include:

- Taking part in a MyBnk programme to give you skills, knowledge and confidence to manage your money as you start earning.

- Being trained to support the running of our one-week programme The Money House for 16 - 25s.

- You will become a peer mentor and set an example for young people taking part in MyBnk programmes.

- Visit MyBnk sessions in schools

- Being part of our Youth Advisory Panel (YAP).

- Inputting into development of MyBnk’s education programmes.

- Being trained to be part of a regular ‘Youth Takeover’ of MyBnk's social media and communication channels.

- Sessions with young staff members at MyBnk offering tips and chats about starting out in your career.

- Sessions with MyBnk staff and trustees on a range of topics incl: Good traits, performance management, troubleshooting, public speaking, time management and efficiency, goal setting and self-motivation, self-employment and freelancing, CV, cover letter and application writing, active listening and confidence.

- Attending meetings with MyBnk's CEO and Fundraising Team.

- Opportunity to visit our funders and partners to learn about their companies and industries.

- External training including mock interviews.

- Being part of the MyBnk recruitment process for roles that come up and see the process ‘from the other side’.
- Mentoring scheme

Working at MyBnk means opportunity to work across different teams and develop soft skills such as communication and team working. We will provide guidance and support on this.

You will explore where your strengths and interests lie and what type of roles you might want to apply for after your MyBnk placement. We will seek to put you in a good position for future opportunities.

Any questions?

If you have any questions, please contact Mette (Tues / Weds / Thurs) on 07376 693 128 or Mette@mybnk.org.