Money House 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>Job Title</th>
<th>Team Assistant – The Money House</th>
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</thead>
<tbody>
<tr>
<td>Location</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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<tr>
<td>Duration</td>
<td>25 hours per week, between 9 – 5 Monday to Friday</td>
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<td>Salary</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 administrative, interpersonal and communication skills while learning about youth work and what goes in to developing successful and engaging sessions for young people.

Your time will be split between the office and delivery teams for The Money House, a homelessness prevention programme working with young people aged 16-25.

You will support the Project Manager and their team, work with the Head of Education for Young Adults and assist our Money House Trainers with delivery of the programme to young people.
Responsibilities of the role will include:

- Create content and assist with posting on our social media channels for The Money House, with the aim of getting more engagement.
- Support with engaging our alumni group of young people who have gone through our Money House or Money Works programme. This will include collecting resources, write features for our regular newsletter, plan activity throughout the year and help coordinate media projects.
- Support the team with piloting materials and activities.
- Research, e.g looking at where young people spend their money, average spending of different age groups, etc.
- Support Head of Education for Young Adults with developing materials and activities for our young adults programmes.
- Be available for Training Assistant cover where needed (training will be provided).
- Attend open days for the Money House which help promote and explain the programme to social workers and other relevant parties.
- Attend funder meetings and steering groups with Project Management Team.
- Support Head of Education for Young Adults with training for MyBnk trainers.
- Support with administration for our programme accreditation.

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 creative, confident and has strong interpersonal skills and is looking to develop a career in youth work.

Desired capabilities / skills:

- Well-organised
- Creative
- Social media skills
- Ability and willingness to communicate through our public channels
- Enthusiastic and willing to learn
- Good time management and ability to meet deadlines
- Being a team player
- Basic IT proficiency – Outlook, Word, Excel, PowerPoint etc
- Some design proficiencies, i.e. Photoshop (if not, training will be given)
- Comfortable talking on the phone, both to other young people, youth workers and other MyBnk stakeholders.
- Open and friendly attitude

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.