

Wheely Tots
Office Assistant: Kickstart Scheme

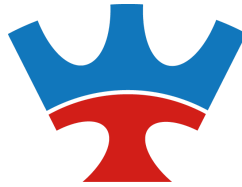
Wheely Tots believes that all children, families and communities should be healthy, confident and resilient.

This role is offered through the Kickstart Scheme for 16-24 year olds claiming Universal Credit. Click here to find out more: <https://jobhelp.campaign.gov.uk/kickstart/>

Role	Office Assistant: Kickstart Scheme
Commitment	<ul style="list-style-type: none">• 6 month placement• 25 hours per week to be worked flexibly according to your other commitments.• NB The Wheely Tots office is closed on Wednesdays.• DBS check required
Tasks & Responsibilities	<p>Wheely Tots is a charity focused on social integration. We are based in Haringey, North London.</p> <p>Your main tasks will be to support the Wheely Tots team in the efficient running of the organisation.</p> <p>You will be expected to monitor the main inbox and phone messages, respond or forward to the appropriate team member to reply.</p> <p>You will work with our wider team and session leaders to learn about the running of a small organisation and support us to develop efficient processes and systems.</p> <p>Where appropriate, you will engage with our followers via social media in a friendly and informative manner.</p> <p>You will also edit, monitor and update the Wheely Tots website and our online shop.</p>
Skills, experience & qualifications	<p>Whilst it is not necessary for you to have previous experience in an office support role, you will need to have an understanding of why customer service is important, especially in a small organisation.</p> <p>You will be expected to be able to demonstrate this by explaining good and bad customer service you have experienced.</p>

Registered charity no 1161237
The Trampery, 639 Tottenham High Road, London N17 8AA
www.wheelytots.com

Feb 2021



Competencies	<ul style="list-style-type: none">• Able to work alone or with a buddy• Discreet and trustworthy with good organisational skills• Flexible and adaptable with good administration skills• Confident communicator by email, phone and video call• Experience using Google Drive (or similar)• Comfortable dealing with different people from diverse backgrounds and experiences• Self-motivated• Open to new ways of working and finding the most efficient way to do things
Location	<ul style="list-style-type: none">• Home based, managed remotely during lockdown• Our office is based in Tottenham. Ideally we are seeking someone with knowledge of Haringey and its communities
What we can offer	Applicants will have access to a Career Coach throughout their Kickstart role and we can offer additional training and learning opportunities depending on the individual recruited.

We will provide an induction to our processes and procedures relevant to this role.

Wheely Tots are an equal opportunities employer and welcome applications from all. We do not discriminate based on, but not limited to, the following; age, education, disability, gender identity, partnership status, parental status, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

Pay: This role is paid at National Minimum Wage.

How to apply.

Applications for Kickstart roles need to be made through your Work Coach.

To apply for this role, send your CV and a cover letter to jobs@wheelytots.com using Kickstart: Office Assistant as the title. In your cover letter explain why you're applying and what you hope to learn from working with Wheely Tots.

As an alternative to a cover letter, you can tell us about your skills and experience via a video (up to three minutes).

We are accepting applications on a rolling basis.

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