

Job Title: Project Officer (Intern)

Start Date: September 3rd 2019

Length of Placement: at least 9 months

Company name: St Edmund's Nursery School, leading the Bradford Birth to 19 Teaching School Alliance

Location: Washington Street, Bradford, BD8 9QW

Job Description

You will provide

- Administrative support,
- Assistant project leadership (including research)
- Lead role in our work in social media,
- Assist event management
- Support for project impact evaluation.
- Work with private day nursery managers and teams, pre-school managers and teams and teachers, school leaders, parents and families.
- Contribute to financial reporting systems to funders, and maintaining financial records in house.
- There will be the opportunity to develop our work in fundraising.
- You may be required to attend meetings in other areas of the country as the project gains interest in other areas

Person Specification

Essential

- University student working a year in industry.
- Strong written and numerate skills. You will have good organisational skills and work well as part of a team.
- Highly flexible and enjoy the challenge of new things.
- Effective communication skills, including written and spoken communication for different audiences, including parents and professionals.
- Knowledge of and skills in the use of social media and ICT, including the ability to enter information, web links and data onto the 50 Things web site.
- Friendly, positive and engaging and show initiative.
- Punctual, dependable and be willing to learn from others.

Salary: £8.74 per hour, 37 hours / week, (annual income £16863),

Hours 8:30 to 16:45 Monday to Thursday and 08:30 to 16:15 on Friday. Time Off In Lieu will be given for occasional weekend and evening work.