



KICKSTART COMMUNITY

WE ARE HIRING!

Open positions at House of St Barnabas:

Job Role - Reception and Membership Experience Co-ordinator- This role will provide a critical front of house role for the House of St Barnabas, ensuring that members and guests have a professional and friendly first impression upon arriving at the House. The role holder will play an integral part of improving membership experience at the House and streamlining front of house processes.

Job Role - Finance Administrator - We are looking for an enthusiastic, hardworking individual who is at the start of their finance career with sufficient knowledge and ability to pick up information and tasks quickly. You will be excited by working in a dynamic organisation and keen to play your role by contributing to our finance team.

Job Role – Events Co-ordinator and Planner-We are looking for a confident and energetic person to provide support in co-ordinating and delivering a series of fundraising and stewardship events which meet the needs of the Income Team. You will work closely with the Head of Income, the Income Manager and colleagues across the organisation to create events which engage and inspire the House of St Barnabas' existing and prospective members, donors, supporters and key stakeholders.

Job Role – Facilities and Office Co-ordinator-An enthusiastic and motivated individual who is looking for a career pathway into Facilities. With a strong written and oral communication. Good/intermediate knowledge of Windows packages, particularly Microsoft Excel. Excellent inter-personal skills- able to communicate well at all levels and build effective working relationships.

How to Apply

This is a 6 Month Placement is funded by the Kickstart Scheme. To be eligible, you must be:

- Aged between 16 and 24
- Currently on Universal Credit

To apply, speak to your Job Coach at your local JCP, and let them know you are interested in this position. Please **do not** contact **House of St Barnabas** to apply – all applications must come through the job centre.

Alternatively, you can contact the Kickstart Team:

Phone: 01919332980 Email: KickstartCC@catch-22.org.uk

Please **do not** contact us if you are not on Universal Credit, as we will not be able to process your application.

KICKSTART
SCHEME