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| Vacancy Details | | |
| **Job title** | **Permanent Administrative Assistant x 2** | |
| **Employer Name** | Small Green Shoots | |
| **Vacancy Location:** | Tile yard Studios, 105 Blundell Street, N7 9BN | |
| **Required Days** | 3 days per week – days to be discussed. | |
| **Pay** | National Minimum Wage + Pension & Benefits | |
| **About the Role** | We are looking to recruit a passionate young person aged 16-24 as part of our small diverse team!  Based at our office in Kings Cross, you will be part of a dynamic, fast-paced and highly motivated team who are passionate about Music, Events, Content. You will have a level of autonomy in your role and will be working towards developing your career.  Reporting to the Administration Manager, you will act as an **Administration Assistant**; helping to manage Small Green Shoots accounts and other administrative duties.  We welcome and actively encourage applicants from all backgrounds and experiences and there is no requirement to have achieved any particular level of qualification. | |
| Employer Details |  | |
| **Employer Description:** | As one of Arts Council England’s National Portfolio Organisations, Small Green Shoots offers an alternative route into the workplace. We hope to transform the lives of young people from disadvantaged backgrounds, giving them an opportunity to engage with Music and the Arts, and to use these experiences as a springboard for their future.  Our youth employees are mentored in all facets of office and event management – from bid-writing and brainstorming, through to media management, marketing and even basic accountancy. By developing transferable and tangible skills, Small Green Shoots aims to help them open doors to the hugely competitive creative industries sector. | |
| **Employer website** | <http://www.smallgreenshoots.co.uk> | |
| About the Candidate | | |
| **Skills required:** | | * Excellent written and verbal communication skills. * Professional. * Excellent organisational and interpersonal skills. * Ability to work on own and as part of a team. * Organisational skills and attention to detail. * Able to manage time well. * Self-motivated and reliable. * Basic Accounting and systems experience * Microsoft 365 proficient * Organisational skills. * Database experience preferable. |
| **Personal Qualities:** | | * Flexible. * Excellent coordination skills. * Keen to work as part of a busy team. * Be able to use initiative. * Ready to travel at short notice. * A ‘can do’ attitude. |
| How to Apply | | |
| To apply for this vacancy, you must send your CV to [Gemma@smallgreenshoots.co.uk](mailto:Gemma@smallgreenshoots.co.uk) | | |
| Key Dates | | |
| **Closing Date**  **Interview Dates:**  **First interview:**  **Second interview:**  **Start date** | | **24th September 6pm**  **29th September**  **30th September**  **11th October** |