**Enterprise Assistant - People and Work Unit, Pentre, CF41 7BT**

**Job summary**

In supporting the social enterprise in all aspects of it's work, the role will be varied between back of house stock preparation - cleaning and preparing kit and equipment for sale, merchandising stock for sale on the shop floor, collecting donations from the leisure centres and supporting the delivery of sporting acitvities in Rhondda. There will also be a requirement to engage in stock recording, social media, website management and online marketing.The promotion of PIAS to local organisations and schools, and working with the necessary partners to deliver this. The majority of work will take place in our Pentre office and Too Good To Waste in Ynyshir, with the support of our enterprise manager. There is ample opportunity for developing business management skills and networking with other third and public sector organisations in the Rhondda.

**Essential skills, experience and qualifications**

The most important attribute is a positive attitude with a willingness to try anything. Ideally, the candidate will have customer service experience in any capacity, basic ICT skills, the ability to communicate at all levels in an effective and appropriate manner. Excellent time-keeping is essential, as is being honest and reliable as there is a need to maintain confidentiality at all times. There will be a limited need to work very occasional evenings and weekends, so being flexible and adaptable is necessary. An enhanced DBS check is required (paid for by the employer).

**Number of hours per week:** 25

**Working pattern and contracted hours**: Typically, Monday-Friday, between 9 and 5. Suitable hours to be discussed with successful candidate.

**Hourly rate of pay:** National minimum wage

**Details of employability support** (training opportunities/mentor) Kick Start participants would be provided with an introduction to the work of People & Work alongside a detailed induction programme in their first week of employment (to include all policies and procedures). From week two, they would be assigned an individual mentor who would provide weekly support and supervision. This support would include time to work with the participants to explore their interests, skills and abilities so that any training and development needs can be identified within the first month. We have talked with the local FE college already about free provision of training and education. We have considerable experience with the People & Work team of supporting and guiding young people into education and employment which does not end with a place being secured but continues when opportunities are taken up as it has often been the case that we discover a need to support young people with resilience issues such as attendance, time-keeping, learning new skills, meeting new people and traveling to work. We will work with the participants to develop team-building and resilience exercises such as outdoor activities. These may include joining in with partner organisations in Rhondda, such as Spectacle Theatre, Too Good to Waste, Welcome to our Woods, Canolfan Pentre and local schools.

**Closing date for applications:** 16/7/2021