



The House - 11 Belgrave Road,  
Macclesfield, SK11 7TW

01625 503740  
info@cre8macclesfield.org  
www.cre8macclesfield.org  
facebook.com/cre8macclesfield



## Youth & Community Administrator Internship

This job description includes a guide to the work the Youth & Community Administrator Internship will be involved in and required to undertake. It may be changed from time to time to meet changing circumstances. It is not a Contract of Employment.

This role is offered due to a partnership between the Rank Foundation and the National Lottery Community Fund which has co-founded the Time to Shine Leadership Programme. This unique opportunity with Cre8 Macclesfield will enable a leader with the right skills mix, talent and work ethic to experience a 12 month Living Wage paid position in a Human Resources & Administrator role within Cre8 Macclesfield. Our first interviews will take place on the 20<sup>th</sup> January 2021. The successful applicant will be confirmed after a final interview together with the Time to Shine Leadership Programme Team, this is due to take place on Monday 1<sup>st</sup> February at 13.30. A provisional start date is for March 2021.

The successful applicant will be fully supported in the role by their Line Manager and day to day by the wider team here at Cre8, through fully participating in the Time to Shine Leadership programme we are hoping to make the position sustainable over time with possible employment within Cre8 subject to budget availability following the end of the internship.

## Overview of Cre8

Cre8 is a local charity which has been doing work with and providing services for young people in Macclesfield for the last fourteen years. From very small beginnings, Cre8 has grown to be a significant part of the neighbourhood and now employs a number of full and part time staff, as well as volunteers, running a variety of projects and two businesses. We provide an innovative service to young people and their families which we hope supports and enables people to play a full and active role in their neighbourhood.

Cre8 is a community based on the Christian values of care and compassion, social justice, generosity, forgiveness, honesty' and trust. Many of our employees and volunteers live and are part of the neighbourhood we work in, which we think is very important. We look to model community living, this sometimes includes attending and being part of celebrations and other regular social activities such as ceilidh's, shared meals, church worship, and festivals. These events are open to a wide network of our friends, supporters, and neighbours.

Project based Cre8 activities include:

**Clubs** – including a primary club, and a secondary club.

**Learning Plus** – one to one alternative education provision during the day.

**Cre8 Music** – a music project which engages young people with music.

**Project Grow** – a food grocery and well-being project.

**Residentials** – residential experiences for young people including weekend camps, outdoor activities and week-long stays with different communities.

**Cre8 Facilities** – a social enterprise business employing young people to do commercial vehicle washing.

**Cre8 Enterprise** – employing people to do jobs within the Cre8 community.

**Outreach** – a key element of our work is outreach with the hardest to reach young people where activities may include bike projects, and practical work.



## Job Description & Person Specification – Youth & Community Administrator internship.

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<b>Pay:</b>	12 months Living Wage (£9.50 per hour)
<b>Job title:</b>	Youth & Community Administrator Internship
<b>Hours:</b>	37.5
<b>Term:</b>	12 months fixed term
<b>Reporting to:</b>	Director

### Purpose

The purpose of the Youth & Community Administrator Internship is to gain experience and deliver support for our administration functions across Cre8 Macclesfield. This is a wide and varied role within a small team to support the project work across the Charity.

A key element of the post is to support the team in the HR & Administrator function at Cre8. This will include developing strong administration skills in supporting the office, particularly in the areas of HR and Finance Administrator. The role will also include building up communication across the team and ensuring all team members are clear on their role, and all training records and development is undertaken, which will enable the staff team to be clear on objectives for continued success in 2021/2022.

The role-holder may also be required to work alongside other Cre8 workers in the delivery of their projects which include:

- Club nights.
- Learning Plus
- Cre8 Music
- Cre8 Facilities and Cre8 Jobs
- Project Grow
- Residential.

The role is for 37.5 hours a week, to work across 5 days with half an hour unpaid lunch break. Agreed working times will be negotiable. The salary will be based on the Living Wage. Holidays are pro-rata based on full time allowance of 30 days a year inclusive of all bank/public holidays. We are looking for an Intern who shares our vision and values and comes with the passion and creativity to see them worked out in all that we do at Cre8.

## 1. Responsibilities

- 1.1. Supporting the Director in focussing on the Human Resources elements for Cre8, and to assist with team development and training. This will include full administration support for the Director working to agreed objectives.
- 1.2. Full administration and support for the Human Resources Committee, including liaising with Committee members and supporters on a daily basis to ensure the effective delivering of all our Human Resources activities.
- 1.3. Training & Development : Support the Director in applying innovative means to training and development opportunities and raising awareness of the organisation.
- 1.4. Staff Development and team days: Assisting in developing team days in order to enable the staff team to work more effectively together.
- 1.5. Events: Providing administration support to the planning and running of events and networking.
- 1.6. The effective use of resources. Making sure that resources in terms of time, materials and equipment is always used for the benefit of young people. Purchasing as necessary, and within financial procedures.
- 1.7. Safeguarding: adhering to the Cre8 Safeguarding Policy.
- 1.8. Welcoming: making sure that Cre8 is a welcoming place for young people and for anybody who visits the organisation.
- 1.9. Training: take and provide opportunities for training and development where required.
- 1.10. Team meetings: attending and contributing to team meetings, including making sure you are adequately prepared for meetings.
- 1.11. Health & Safety: adhering to health & safety within the working environment.
- 1.12. Report writing: writing reports as required for the role.
- 1.13. Discipline: Taking part in disciplinary and restorative justice meetings and procedures when asked to do so.
- 1.14. Equality and Diversity: Promoting equality and diversity and making sure Cre8 is an inclusive and supportive place to be.

## 2. Person Specification

<b>3.1</b>	<b>Qualifications: The successful candidate should:</b>	<b>Essential/ Desirable</b>	<b>Tested by* A, I, T</b>
3.1.1	Have a good standard of general education, normally to include English and Maths to GCSE and additional A levels (or equivalent).	Essential	[A, I]
3.1.2	An academic qualification at Level 6 or above for example Bachelors Degree.	Desirable	[A,I]

<b>3.2</b>	<b>Background &amp; Experience: The successful candidate should have:</b>	<b>Essential/ Desirable</b>	<b>Tested by* A, I, P, T</b>
3.2.1	Experience of working as a volunteer within the charitable sector.	Desirable	[A, I]
3.2.2	A good knowledge of the locality, and/or live locally.	Desirable	[A, I]
3.2.3	Experience of working with marginalised young people and communities.	Desirable	[A, I]

<b>3.3</b>	<b>Knowledge: The successful candidate should have demonstrable knowledge of:</b>	<b>Essential/ Desirable</b>	<b>Tested by* A, I, P, T</b>
3.3.1	Office based practises and procedures.	Essential	[A, I]
3.3.2	Spreadsheets & databases. (preferably Excel, Word).	Desirable	[A, I]
3.3.3	Use of social media platforms to promote business objectives	Desirable	[A, I]

<b>3.4</b>	<b>Skills &amp; Competencies: The successful candidate should demonstrate:</b>	<b>Essential/ Desirable</b>	<b>Tested by* A, I, P, T</b>
3.4.1	Flexibility; with the ability to work on own initiative and to tight Timescales.	Essential	[A, I]
3.4.2	Ability to compose written correspondence in fluent English.	Essential	[A, I]
3.4.3	Good communication skills with the ability to problem solve issues relating to the role.	Essential	[A, I]
3.4.4	A proven ability to work constructively as part of a team and on own initiative.	Essential	[A, I]
3.4.5	Proactive, organised and methodical, with an ability to grasp detail and complexity and reach appropriate resolutions.	Essential	[A, I]
3.4.6	A real passion for enabling young people to reach their potential.	Desirable	[ I ]
3.4.7	A reliable, conscientious and professional approach	Essential	[A, I]
3.4.8	A smart appearance and positive outlook.	Essential	[ I ]
3.4.9	Effective record keeping.	Desirable	[ I ]

**\*A = Application I = Interview**