



Assistant Project Coordinator

About STEP NOW

STEP NOW is an emerging youth organisation with a mission to equip young people aged 11-25 with the knowledge to make better choices earlier in life. We do this by educating, mentoring, and empowering them with the best life tools to STEP into adulthood.

Job Description

This role is funded by Lambeth's ELEVATE programme which aims to get young people from underrepresented backgrounds into the Creative and Digital sectors. To meet the needs of this role, you will need to be:

- Lambeth resident (with the exception of Lambeth care experienced young people)
- 16 to 24 years old
- Not currently in education, employment or training
- Willing to gain experience in youth work

This role is for a dynamic, proactive, and passionate individual who will support with the facilitation and coordination of projects across the whole service; including, but not limited to, facilitating school and community-related activities and workshops, as well as mentoring young people on an ad-hoc basis.

Key Information

- **Reports to:** Head of Community Programmes
- **Contract Term:** Jan 2025 - June 2025
- **Hours:** 16 hours per week typically between 10am-6pm, although there may be occasional early starts/ late finishes where required (e.g., for in-school or afterschool club delivery).
- **Pay:** £13:15 p/h

Key Areas

1. **Programme Support and Mentoring:**
 - a. Gain experience in supporting the creation and development of our school/community programmes.
 - b. Gain experience in coordinating with stakeholders (*individuals who we provide the service to, i.e. school staff, parents, young people, community groups and more*).
2. **Collaboration and Communication:**
 - a. Act as a liaison between all stakeholders, addressing any concerns or queries.
 - b. Foster a positive and inclusive team environment by promoting teamwork and collaboration among all programme participants.

Person Specification

Desirable Skills

- Able to use Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.
- Data entry on customer relationship management (CRM) software (e.g. Salesforce, Views, Mosaic). Excellent written communication skills.
- Confident and professional in working with a range of stakeholders, from principals to students.
- Willingness to learn.

How to Apply

For any questions you may have, contact us at hr@stepnow.co.uk. Otherwise, send your CV and a short video to the above email address explaining why you would like for us to consider your application. Get creative!