**Job Description**

LOOK UK is a small but mighty charity, supporting visually impaired young people to thrive. We offer structured peer support for our young people and their parent / carers, through our mentoring project, support groups and events programme. We believe that nobody should have to cope alone. By creating community and connection amongst visually impaired young people and their families, we aim to boost confidence and increase access to social, employment and education opportunities.

Our mentoring project and support groups connect VI people to VI people, for guidance and support.

An exciting opportunity has arisen within LOOK UK for a part time **Project Assistant** to support our mentoring programme.

The LOOK online mentoring programme connects visually impaired young people with a more experienced visually impaired mentor. The project is structured and heavily supported by LOOK staff. The Project Assistant will support all aspects of the mentoring programme as required.

**The Project Assistant’s** **Tasks will include:**

* Responding to new enquiries from families about Look’s work, on the phone and email as required.
* Zoom hosting online events as required
* Assisting with facilitating events, workshops and trainings as required (making bookings, liaising with venues and travel companies as required)
* Assisting with the creation of resources for families and young people on a range of topics as required
* Assisting with supporting mentoring partnerships using our online mentoring service, as required
* Contributing to and assisting with the creation of Look’s suite of resources as required
* Undertaking office administration as required
* Inputting data and handling contacts
* Logging new enquiries as required
* Answering telephone and email enquiries about Look
* Reporting any safeguarding concerns to the relevant team member
* Contributing to LOOK communications output as required
* Contributing to all LOOK’s wider projects and events, face to face and online, as required

**Person Specification:**

* Mature, credible and comfortable with client groups and professionals
* Reliable, punctual and organised
* Great team member
* Friendly and compassionate and a good listener
* Good attention to detail

**The successful candidate will have the following skills:**

* Written and verbal communication skills
* Listening skills and approachable manner, in person and on the phone
* IT skills (Confident with zoom hosting, competent with social media, word processing and office packages and online events platforms)

**Prior Knowledge / Experience (essential):**

* Knowledge of zoom
* Basic IT skills

**Prior Knowledge / Experience (desired):**

* Understanding of the barriers faced by disabled children
* Understanding of the needs of Visually Impaired children and their families
* Experience or demonstrable interest in: youth work / counselling / coaching / community or charity work

**The successful applicant will be required to:**

* Travel nationally occasionally (wider circumstances allowing)
* Be available for occasional evening, weekend and residential (overnight) working

**Practicalities:**

Contract length: 12 months

Location: UK (national – home working)

Application deadline: **01/09/2021**

Expected start date: **01/10/2021**

Job Types: Part time, Contract

Salary: £17,000 – 19,500 pro rata, depending on experience

Look UK is committed to equality. Please let us know if you require reasonable adjustments to be made to accommodate your needs. We work with Access to Work, to ensure that employees are supported to carry out their roles.

**How to apply:**

Please send the following to the following email address: admin@look-uk.org

1. Your CV
2. A covering letter explaining how you meet the person specification and requirements of the role.
3. A short audio or video presentation answering the following question:

Please tell us about a mentor in your own life: how you came to know them and how they have helped you.

This presentation should be no more than 3 minutes long.

If you have any questions, please contact us at the same email address or on

+44 (0) 7464 351 958