



GREAT & YES Project Archive Assistant, Leicester City Centre, LE1
35 hours, £19,232 pa
Fixed term to May 2023

The Getting Ready for Getting Ready for Employment and Training (GREAT) and Youth Employability Support (YES) Projects have an exciting short term opportunity for an exceptional, enthusiastic and passionate individual who has the ability to provide administrative skills to implement the archiving process of participants files and related documents which are both physical and electronic for data retention and audit purposes adhering to the projects funder requirements.

The ideal candidate will be required to work with the projects senior management and in particular the Data and Impact Analysts to follow a detailed process whilst effectively being able to organise and archive at a high standard of evidence which has been collated over the seven years of the projects being established (2016).

If you like to organise, collate and process data, have the ability to work using your own initiative, a keen eye for detail, can multitask with ease and enjoy administrative roles (filing and categorising various documents and maintaining databases, creating filing systems, updating spreadsheets and other data entry tasks, storing sensitive information correctly), then do apply to support to ensure that the records of **1400** individuals that we have helped into employment, education and/or training are archived.

The ideal post holder will require a proactive and dynamic approach, excellent administrative and organisation skills, attention to detail combined with the ability to process detailed information, manage complex procedures, prioritise and multi-task working with high performance teams. If this sounds like you then why not join a passionate project team that works with structured processes and to tight timelines and targets, so flexibility and a “can do” attitude are a must.

Voluntary Action LeicesterShire is a sector leading diverse and ambitious Charity “helping people change their lives for the better.” You will benefit from a competitive salary, a flexible and supportive working environment, 25 days annual leave, rising with service, plus bank holidays and a 6% employer pension contribution.

Closing date: Friday 26th August 2022, 5 pm
Interviews: Tuesday 6th September or Wednesday 7th September 2022

Application form and detailed information about the GREAT and YES Projects and the role can be found on our website <https://valonline.org.uk/work-for-val/>

For further information on the;

GREAT Project, please visit <https://greatproject.org.uk/>
YES Project, please visit <https://yesproject.org/>

For an informal discussion about this role, please email Harks Flora, YES Project Team Manager harks.f@yesproject.org