

RECRUITMENT ADVERTISEMENT

Project Assistant (Employability)
36 hours per week
Salary Scale £21,332 - £23,193

We are delighted to have secured funding to deliver additional employability services to unemployed Fife residents. The 'Fife Works' project aims to raise the employability skills of unemployed Fife residents, and link key client groups with the training and employment opportunities.

We are recruiting a Project Assistant to be based within the Fife Works Project at our Crosshill base for a temporary period until 31 March 2016.

As the Project Assistant, you will contribute to raising the employability skills of unemployed residents of Fife, who are seeking to enter, or re-enter employment or training opportunities. You will work with the Fife Works team, at an operational level, working with the various providers of employability programmes.

You should have good knowledge of employment and training initiatives, be a confident communicator and be proficient in the Microsoft Office packages and other databases. The ability to plan and organise your workload, manage competing demands and work to tight deadlines, is essential as is the ability to remain calm under pressure. Experience of developing and delivering projects, programmes or initiatives in partnership and an understanding of key occupational sectors would be an advantage, as would having a SVQ level 3 or equivalent in a customer focused discipline.

A current full driving licence and use of car for work purposes is essential for this post.

You will be required to complete a satisfactory Standard Police Act Disclosure Scotland check.

In return for the above we will offer an attractive salary and benefits. More information on the post and the organisation are available from our website.

You can download an application pack from our website. Alternatively you can contact us to request an application pack to be sent/emailed to you.

- Kingdom Housing Association Limited, Saltire Centre, Pentland Court, Glenrothes, KY6 2DA; or
- Telephone (01592) 632577 (Voicemail); or
- Email recruitment@kingdomhousing.org.uk.

Please quote vacancy number 298

The closing date for applications is Thursday, 14 May 2015 at 12noon. Interviews will be held week beginning 25 May 2015.