



Department  
for Work &  
Pensions

# KICKSTART SCHEME

<b>Job title</b>	<b>Community Manager</b> , Dream Centre
<b>Job summary</b>	<p>A key member of our team, helping Freedom Ark to earn much needed funds through our social enterprise, sustaining our food support services.</p> <p>Work closely with our Design Co-ordinators, to develop your skills and deliver projects that help build our brand identity. Creative content planning, creation and platform management. Support Campaigns Team members to create video, photography and imagery via Canva &amp; Vimeo. Social media channel management. Support our Campaigns Team members to post content, respond to queries and compile monthly reporting analytics.</p> <p>Collaborate with other Kickstart candidates at Freedom's Ark to create and maintain comprehensive onboarding and guidance. The aim here is to pass the baton to future candidates, so that they can learn from you and your experiences, to enable them to be effective as quickly as possible.</p>
<b>Essential skills, experience and qualifications</b>	<p>We're looking for a proactive self-starter who's got a basic understanding of communications, with a passion for building their all-round marketing skills.</p> <p>Ideal candidates will have a curious nature, be able to work on their own initiative during the daytimes.</p> <p>You must be able to share your knowledge of important social justice and equality issues, to further team learning and effectiveness.</p>
<b>What's on offer?</b>	<ul style="list-style-type: none"><li>• 25 hours per week, National Minimum Wage</li><li>• 6 months of career coaching with the Princes' Trust</li><li>• Your own laptop</li><li>• Pre-paid SIM card</li><li>• Mix of remote working, with at least one day per week working from Tottenham Town Hall</li><li>• Build your portfolio, gain experience in a creative role and make connections to support you on your career journey</li><li>• Contribute to making Tottenham a better place to live</li></ul>

<b>About us</b>	<b>Dream Centre</b> is our events and coworking hub at Tottenham Town Hall, two minutes from Seven Sisters station. This stunning Grade II listed venue is full of local history and has been lovingly restored, with versatile bright, spaces available to rent. From a single desk, meeting rooms to venue space for up to 250 people.
<b>Eligibility</b>	You must be 16-24 years of age, receiving Universal Credit
<b>Apply</b>	Speak to your Job Coach today, quoting jobs reference N15 4RX