

**Employer:** JET Jobs Education & Training

**Vacancy:** Digital Support Assistant and Administrator

**Hours:** 30hrs per week

**Salary:** £12.21 per hour – Meets Min National Wage

**Working pattern:** Monday to Friday between 9am and 5pm

**Number of vacancies:** 1

### Job Summary

JET are offering IT and Jobsearch classes through various projects and are looking for a dedicated digital support assistant to join the team, as well as support with administration duties.

### The role:

- Plan, communicate, manage, and deliver against programme requirements.
- To implement an effective participant learning journey.
- To work with colleagues to identify employment opportunities for participants.
- To attend engagement and recruitment and job brokerage events when necessary.
- To update and prepare training documentation in line with quality standards.
- To work within the guidelines of our funding providers and ensure the maintenance of.
- To ensure that courses are well coordinated and resourced, to deliver a high-quality training provision.
- To utilise data and feedback from evaluations, customer surveys, and observations to inform ongoing improvement to training services.

### Essential skills, experience and qualifications

### What do we expect to see from you?

This is a starting role, so we don't need qualifications or experience, however you do need to be confident in all aspects of basic IT packages, internet and emails etc. There are also a few key behaviours and skills we want to see from our candidates; and these are ones that if you possess and can demonstrate; you will make this work placement a real success!

- A commitment to own learning and development and ready to complete the training on offer.
- Ability to work well as part of a small team.
- Patient and supportive.
- Good communication skills.