

We are excited to be taking part in Kickstart! This Government-funded scheme is open to 16-24 year olds who are claiming Universal Credit. If you are eligible and would like the opportunity to join our team - please apply via the [Kickstart scheme website](#).

Contract: Part-time (8hrs per day 3 days a week, flexible working can be offered)

Location: Hybrid working between Paddington, London and remote

Salary: Real Living Wage £9.50 p/h in UK and £10.85 p/h in London

Summary

Big Change was founded to think differently about how charity can be a catalyst for positive change - we back big ideas that are rethinking how we set young people up to thrive in life, not just exams. We are looking for someone to support our growing team across a diverse portfolio of in-person events and provide support across all areas of our work at Big Change, with a focus on our community and fundraising activities. This is a varied role for a highly versatile person who can thrive in a start-up environment where flexibility and a can-do attitude are prized. You will be an energetic and driven individual with great verbal and written communication skills and a natural ease for meeting and connecting with new people and organisations.

Key Roles and Responsibilities

Community and Event team responsibilities include, but are not limited to:

- Event support from research and planning to delivery
- Liaising with and managing external suppliers to secure venue hire, catering etc
- Guest list and RSVP management
- CRM management support
- Event comms assistance and collateral management (e.g. participant info, kit etc.)
- Event marketing and social media support
- Fundraising reporting

General team responsibilities:

- Day-to-day admin-based duties such as contracts, quotations, invoices, and reports
- Research and Research Report writing
- Knowledge Management support
- Research and insights support
- Financial and General
- Key stakeholders include:

Essential skills, experience and qualifications

- Excellent communication skills
- Computer literate with skills in word and excel
- Excellent attention to detail
- Team oriented
- Excellent problem-solving skills and ability to be flexible/adapt to change
- Forward thinking and positive

Approach to Diversity

Big Change believes greater diversity will lead to greater outcomes for young people. We welcome applications irrespective of gender, disability, age, sexual orientation, race or religion and belief, and particularly from people with diverse backgrounds and experiences, including those who are differently abled, or have overcome