

Citizens Advice Darlington

Job Title:	Learning & Skills Assistant
Salary:	£15,065 per annum (pro rata)
Hours:	18.5 hours per week
Venue:	Darlington
Length of contract:	Fixed Term June 2022
Responsible to:	Project Manager

Purpose of job:

Youth Employment Initiative – Tees Valley (ESIF) -To provide supported interventions to progress young people towards and onto sustainable employment pathways. This post is funded by the Youth Employment Initiative (YEI) and European Social Fund (ESF) as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England.

The post holder will support the Learning & Skills Coach with the delivery of this project across a number of key work areas and tasks as set out within the Role Profile and provide administrative support to ensure all documentation is fully compliant & eligible under ESF funding requirements & guidance.

Closing Date: Thursday 20th December 2018

Interviews: Friday 4th January 2019

For application pack email admin.desk@darlingtoncab.co.uk For any information regarding this role please contact Hazel Thompson, Project Manager on 01325 266888 ext 121. Please note we do not accept CV's.

This post is subject to an enhanced DBS check.

Darlington CAB is an equal opportunities employer.
Charity number 1112414