

Thursday 25<sup>th</sup> April 2024



# VACANCIES

Week Beginning:

***Thursday 25<sup>th</sup> April 2024***

Area:

**Central London Jobs**

For More Information Email:

**sibert@pdt.org.uk**

Telephone:

**020 72668255**

**\*\*For further information or to get an electronic copy of these opportunities please send request by email to the address above \*\***



**#npop**

Thursday 25<sup>th</sup> April 2024

# Event Doorkeeper

Positions	2
Salary	£25,970 - £28,361 per annum
Contract Type	Permanent, Fixed Term
Contract Length	1 X Permanent and 1 X 12 months with possibility for extension and or permanency
Working Pattern	Full Time, Shift Work
Location	On-site (Parliamentary Estate)
Leave entitlement	Starting at 30 days per annum, pro-rata
Closing Date	19th May 2024 at 23:55

## The Role

The Doorkeeper team is a busy section which is fully committed to the professional working of the House.

Doorkeepers are responsible for maintaining security, staffing static security posts around the Palace and providing excellent customer service to Members and others. On occasion Doorkeepers assist with ceremonial duties and external events.

### Some of the responsibilities for this role include:

- Maintaining the security of the House of Commons preventing unauthorised access into the estate and assisting with evacuation.
- To recognise every Member of Parliament and control access to various locations. Facilitating unimpeded and appropriate access by Members as required
- Advising and assisting Members, Members' guests, Staff and the public with regards to access and access regulations.
- Providing security for functions in the House
- Performing static and roving patrols

## Skills and Experience

### To be successful in this role you will demonstrate:

- Ability to work reliably and flexibly as part of a team within a complex, challenging and changing environment, upholding the principles of equality, diversity and inclusion at all times
- The ability to exercise sound judgement, take the initiative and demonstrate assertiveness in a difficult situation
- Good interpersonal and customer service skills, with the ability to deal tactfully and confidently with people at all levels

## Introduction

The Chamber & Participation Team aims to deliver a comfortable, safe and efficient environment for Members, their staff and staff of the House to work in; as well as providing a welcoming and functional environment for all visitors to the House of Commons.

The Serjeant at Arms is responsible for keeping order within the Commons part of the parliamentary estate. There are also some ceremonial aspects to the role. The Serjeant at Arms directorate is part of Chamber & Participation Team

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# Visitor Engagement Assistant

Positions	3
Salary	£25,970 - £28,361 per annum
Contract Type	Permanent
Working Pattern	Full Time, Part Time
Location	On-site (Parliamentary Estate)
Closing Date	1st August 2024 at 23:55

## Introduction

The Participation Team works to give the public a voice and to shape Parliament in the interests of the public. We reach out to communities and audiences across the UK, promoting an understanding of the role and relevance of both Houses, inspiring people to get involved and empowering citizens to have a voice.

### The Role

We are looking to recruit enthusiastic and dynamic Visitor Engagement Assistants (VEAs) to join the Visitor Experience Team at the Houses of Parliament. You will welcome visitors, deliver engaging tours and talks, and open the Palace of Westminster to members of the public.

### Some of the responsibilities for this role include:

- Welcome visitors from around the world to the iconic UK Parliament, provide information, and assist them to their destinations, managing any specific access requirements. This includes facilitating access to the public galleries of the House of Commons and House of Lords.
- Ensure that you are providing a world-class welcome to all visitors to Parliament, proactively working to exceed expectation.
- Offer meaningful and rich visit experiences to all audiences, including UK citizens, overseas visitors and those who are disengaged from mainstream politics.
- To work alongside other Parliamentary teams (e.g. security) to manage visitor access and flow through the building, ensuring a smooth visitor journey from start to finish.
- Support the multimedia tour programme, issuing devices, troubleshooting issues and engaging with visitors whilst they are on the multimedia tour route to answer questions and share your knowledge.

## Skills and Experience

### To be successful in this role you will demonstrate:

- An ability to deliver engaging presentations to large audiences and adapt style and content to meet audience needs.
- A good understanding of what excellent customer service is, and how to deliver it, with the ability to meet the needs of different audience groups and uphold the principles of equality, diversity, and inclusion.
- A willingness to help others and the ability to work well as part of a team in a pressured environment.

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# IT Project Manage

Location: Bloomsbury  
Category: IT  
Salary: £38, 750 per annum  
Contract type: Contract Permanent  
Hours: Full time

Are you interested in delivering change to one of the world's most iconic institutions?

Are you organized and have a can-do attitude?

Can you break down challenges and create detailed plans?

The British Museum is looking for a proactive individual with strong organizational and interpersonal skills as well as excellent oral and written communication ability to help drive the Museum's digital and technology transformation.

## About the role:

The main purpose of this role is to lead and deliver IT projects in accordance with the British Museum plan, with a particular emphasis on projects having multiple stakeholders, including those with public facing elements.

## Key areas of responsibility:

- To manage and deliver Museum extra-small to large IT projects according to defined project management standards, from inception to completion and final handover to support staff.
- To manage IT procurements in support of specified projects, in accordance with Museum, National and International guidelines as appropriate. Note: Museum IT projects include both external procurements and occasional system integration projects; either may be managed by the successful candidate.
- To lead and coordinate user and other stakeholder activities in support of specified projects, finding strategies to ensure buy-in to deliverables and timetable, and ensuring accurate, timely and appropriate communications occur.
- To coordinate the work of specialists charged with project delivery. This may include personnel from the Museum IS (Information Services) team or other specialist teams and third parties. The successful candidate will be required to work flexibly, to get the best out of individuals for which he or she may have no direct line management responsibility.
- To plan and manage systems integration activities as required in support of the implementation of key projects.
- To assist analysts in the evaluation, selection and use of innovative technologies in support of nominated projects, ensuring fit with business goals and due consideration of the existing IS strategy and of market trends.

## About you:

- Educated to degree level or equivalent.
- MS Office suite experience, specifically Excel.
- Previous work experience as a project manager or business analyst.
- Excellent communication skills, both written and spoken, as well as confident in reporting writing and resolving conflicts.

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# Vacancy for Conservator: Preventive

Location: Bloomsbury  
Category: Conservation  
Salary: £30,728 per annum  
Contract type: 12-month contract.  
Hours: Full time 41 hrs per week (including one hour paid lunch break)  
Closing: 12pm (midday) on Monday 20 May 2024

## About the role:

With ambitious plans for the Museum's next phases of the Masterplan and many upcoming collection projects, an exciting opportunity has arisen to join a newly redeveloped Preventive Conservation team as a *Conservator: Preventive* and join a dynamic team leading in the care of the collection through preventive conservation measures concerning permanent displays and gallery projects. This role will also support and contribute to preventive conservation applications for collection storage, loans, and temporary exhibitions.

The postholder will contribute and advise on the care of the collection through monitoring and reporting on the environment, and other preventive conservation measures in support of the museum's operating plan, and to contribute to public outreach activities of the Department of Collection Care. This role requires the post holder to have specialist knowledge and experience in preventive conservation and collection care.

## Key areas of responsibility:

- To contribute to the preventive conservation of collections made of a wide range of organic and inorganic materials.
- To advise colleagues and stakeholders on preventive conservation, collection care and risk management related matters.
- To advise colleagues and stakeholders on preventive conservation, collection care and risk management as part of the Masterplan. To propose preventive conservation led solutions for the display, storage, and handling of objects.
- To contribute to the care of the collection through various dedicated collection-based projects. To assist with the care of the collection through monitoring, data analysis, and reporting on display and storage environment, and supporting Integrated Pest Management.

## About you:

- Recognised professional conservation qualification to degree level or equivalent, with emphasis on preventive conservation.
- Demonstrable practical preventive conservation skills.
- Understanding of mechanisms involved in material deterioration.
- Sound knowledge of contemporary principles and practice in preventive conservation
- Involvement in display and storage related activities
- Understanding of conservation theory and ethical decision making
- Employment within the heritage sector (e.g., museum, gallery, library, archive sector)
- Able to multi-task while working under pressure.
- Experience of planning own work to deliver set objectives on time and to budget

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# Project Coordinator, Loans & Exhibitions

Location: Bloomsbury  
Category: Collections Care  
Salary: £33,368  
Contract type: Permanent  
Hours: **Full-time, 41 hrs per week (including one hour paid lunch break)**

## About the role:

Project Coordinators play a critical role in the delivery of the British Museum's ambitious national and international programme. You will lead on the organisation and logistics for major exhibitions at Bloomsbury and for touring exhibitions all over the world. Working closely with expert technical, conservation and exhibition teams you will be confident in negotiating with art transport agents, lenders and touring partners alike, to enable the British Museum's extraordinary collections to be seen by millions of people.

*Please note, we have two vacancies available for this position.*

## Key areas of responsibility:

- Work closely with exhibition organisers at borrowing venues and with colleagues within the organisation on planning and logistical arrangements for loans out and into the Museum.
- Deliver standard processes, monitor and report on loans and exhibitions efficiently and effectively.
- Ensure compliance with licences, legal requirements and statutory obligations and assist in risk identification and review.
- Advocacy and consistent and effective processes and procedures regarding loans and exhibitions.
- Monitor project budgets, plan financial estimates and resources required.
- Liaise with internal and external stakeholders and maintain loans documentation.

## About you:

- Degree in a relevant subject or equivalent experience
- Knowledge of museum and cultural sector
- Ability to synthesise and report on information orally and in writing.
- Experience of loans/ exhibitions administration
- Excellent co-ordination and time management.
- Highly developed organisation skills
- Ability to plan and prioritise effectively.
- Experience of stakeholder management



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## Assistant Project Manager Estates & Capital Projects Department

Location: Bloomsbury

Salary: £38,750

Contract: Permanent

Hours: Full time - 41 hrs per week (including one hour paid lunch break)

Closing: 12pm (midday) on Monday 13th May

### About the role:

It is an exciting time to join the British Museum's Estates and Capital Projects department in the position of Assistant Project Manager. This role will support work on a range of transformational building projects ranging from refurbishment to large-scale construction projects typically between £25k - £5m gross with occasional involvement in larger schemes. The type of projects varies from infrastructure projects to public facing gallery developments and generally involve significant internal and external stakeholder management. The role will be part of a team working to ensure that all projects are carried out efficiently, to the required quality, time, and budget constraints and in accordance with legal and statutory requirements. This role is ideal for enthusiastic and motivated individuals looking to strengthen and develop their project management skills in a construction and heritage environment.

### Key areas of responsibility:

- To support the delivery of Museum capital planning and construction projects through ensuring effective delivery of projects on time and to budget.
- To ensure best practice in delivery across all standard project management activities, including budget, risk, and stakeholder management.
- To coordinate information management required for assigned projects including drafting reports, maintaining accurate records on shared drives, electronic filing, and version control.
- To coordinate project related meetings including scheduling, preparing, and managing documentation including agendas, taking minutes and following up actions. This will include arranging site visits and required security passes for external stakeholders.
- To be familiar with the Health, Safety and Welfare standards and procedures including those set down by the Museum and ensure that they are complied with. To work closely with others to ensure safe management and working systems and environments for all including gathering and maintaining risk assessments and other H&S documentation as required.

### About you:

- Educated to A level standard or equivalent.
- PRINCE2 or other project management qualification
- Some experience of performing project management duties such as producing reports, schedules, specifications, and project/business planning documentation.
- Excellent organisational skills, with the ability to work under pressure, use initiative and adapt to changing situations, in order to manage and prioritise multiple tasks to meet deadlines.
- Strong ability to analyse data, including financial information, and to write reports summarising findings for senior management.
- Awareness of project budgets and the ability to monitor and control costs where possible.
- Proficiency in Microsoft Office (including Outlook, Excel, Word and PowerPoint) and the ability to learn new software packages quickly.

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## Nursery Lunchtime Assistant Colville Nursery & Pre-School

Hours Part Time  
Salary £11.44 per hour  
Location W11 2BQ  
Closing 31/05/2024

### A bit about the role

If you like being around children and want a job that fits around your commitments, this could be a great role for you. You'll typically work part-time hours between 11.30am and 2.30pm, and our nurseries run all year round.

You'll supervise meals, tidy up efficiently, help soothe children to sleep and support activities for children who are not sleeping.

While entry qualifications aren't necessary, if you want to learn more, we can help you get the training you need.

- The right to work in the UK
- To be able to work all year round
- A strong work ethic
- An ability to safeguard and protect children

To be positive, reliable and friendly **What's in it for you-**

"I could come in sad ... and just seeing one child could change my attitude for the whole day. I absolutely love it." - Jaida, Apprentice

- Lots of training, promotions and a good salary for the sector
- Flexible working contract choices – subject to local need
- Generous pension at 7% from us (1% from you)
- 70% discount on childcare fees
- Up to 35 days off a year, including 8 bank holidays, 3 days off between Christmas and New Year, and your birthday (pro-rated for part-time hours)
- Sector-leading parental leave.
- Many other benefits that take care of you, including access to the well-being app, shopping discounts, annual conference and money for team celebrations



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## Day Porter

**Salary:** £27,000

**Location:** Hampstead

**Hours:** (42 hours average per week)

**Days:** 4 days on – 4 days off starting at 7am-7pm. This works out at 1 weekend in 2 to work.

We are currently recruiting for a Day Porter to work in our clients residential development based in Hampstead, where you will have responsibility for being the first point of contact and delivering the highest levels of customer service to all residents, visitors and contractors. You'll be a real people person and go that little bit further to get to know the residents at this small but perfectly formed development, building strong relationships with them on an individual level whilst always being completely professional, courteous and respectful.

### Responsibilities

- To meet and greet all residents, visitors, contractors in courteous and professional manner at all times
- To act as the first point of call of all incoming telephone, intercom, email and face-to-face enquiries, answering queries or taking a message for the Property Manager to respond to at a convenient time
- To receive all parcels and packages for the buildings managed by the concierge team (not Housing Associations)
- To log all parcels, packages, keys (anything that is handed in to the concierge office) on the database using the appropriate event type
- To hand over parcels, packages, keys (and other logged items) to residents when they come to collect from the reception (asking for ID where resident unknown or for written authority from resident if third party is coming to collect item on their behalf)
- To forward any resident complaints, breach of leases (i.e. subletting, loud noises, pets) to Property Manager
- To assist the Property Manager in arranging apartment access for contractors (HIU, Sprinkler Head, Window Cleaning etc.)
- To perform end of shift parcel and key audits, resolving any discrepancies, or highlighting issues to the Property Manager
- To perform the weekly fire alarm test and be familiar with the site fire activation and evacuation procedures and evacuation points
- To perform lift alarm test, riser cupboard inspections and other such tests and inspections as required
- To report all and any incidents occurring on site to the Property Manager
- To ensure effective security of residents and the building at all times including manning any CCTV

### Ideally, you'll have all or most of the experience we're asking for:

- Previous experience within the hospitality industry (residential building experience is required)
- Significant experience providing exemplary levels of customer service
- Experience in managing contractors and building works within a busy development (water flushing experience is required)
- Awareness of general fire, health & safety and security
- Proven ability to and handle confidential information with professionalism and discretion

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# Day Concierge

**Salary:** £28,000

**Location:** Battersea

**Contract:** Permanent

We are currently recruiting for a Day Concierge to work in our clients residential development based in Battersea, where you will have responsibility for being the first point of contact and delivering the highest levels of customer service to all residents, visitors and contractors. You'll be a real people person and go that little bit further to get to know the residents at this small but perfectly formed development, building strong relationships with them on an individual level whilst always being completely professional, courteous and respectful.

## Responsibilities

- To meet and greet all residents, visitors, contractors in courteous and professional manner at all times
- To act as the first point of call of all incoming telephone, intercom, email and face-to-face enquiries, answering queries or taking a message for the Property Manager to respond to at a convenient time
- To receive all parcels and packages for the buildings managed by the concierge team (not Housing Associations)
- To log all parcels, packages, keys (anything that is handed in to the concierge office) on the database using the appropriate event type
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- To forward any resident complaints, breach of leases (i.e. subletting, loud noises, pets) to Property Manager
- To assist the Property Manager in arranging apartment access for contractors (HIU, Sprinkler Head, Window Cleaning etc.)
- To perform end of shift parcel and key audits, resolving any discrepancies, or highlighting issues to the Property Manager
- To perform the weekly fire alarm test and be familiar with the site fire activation and evacuation procedures and evacuation points
- To perform lift alarm test, riser cupboard inspections and other such tests and inspections as required
- To report all and any incidents occurring on site to the Property Manager
- To ensure effective security of residents and the building at all times including manning any CCTV

Ideally, you'll have all or most of the experience we're asking for:

- Previous experience within the hospitality industry (residential building experience is required)
- Significant experience providing exemplary levels of customer service
- Experience in managing contractors and building works within a busy development (water flushing experience is required)
- Awareness of general fire, health & safety and security
- Proven ability to and handle confidential information with professionalism and discretion.

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# Night Concierge

**Salary:** £27,000

**Location:** Mayfair

We are currently recruiting for a Night Concierge to work in our clients residential development based in Mayfair, where you will have responsibility for being the first point of contact and delivering the highest levels of customer service to all residents, visitors and contractors.

You'll be a real people person and go that little bit further to get to know the residents at this small but perfectly formed development, building strong relationships with them on an individual level whilst always being completely professional, courteous and respectful.

## Responsibilities

- To meet and greet all residents, visitors, contractors in courteous and professional manner at all times
- To act as the first point of call of all incoming telephone, intercom, email and face-to-face enquiries, answering queries or taking a message for the Property Manager to respond to at a convenient time
- To receive all parcels and packages for the buildings managed by the concierge team (not Housing Associations)
- To log all parcels, packages, keys (anything that is handed in to the concierge office) on the database using the appropriate event type
- To hand over parcels, packages, keys (and other logged items) to residents when they come to collect from the reception (asking for ID where resident unknown or for written authority from resident if third party is coming to collect item on their behalf)
- To forward any resident complaints, breach of leases (i.e. subletting, loud noises, pets) to Property Manager
- To assist the Property Manager in arranging apartment access for contractors (HIU, Sprinkler Head, Window Cleaning etc.)
- To perform end of shift parcel and key audits, resolving any discrepancies, or highlighting issues to the Property Manager
- To perform the weekly fire alarm test and be familiar with the site fire activation and evacuation procedures and evacuation points
- To perform lift alarm test, riser cupboard inspections and other such tests and inspections as required
- To report all and any incidents occurring on site to the Property Manager
- To ensure effective security of residents and the building at all times including manning any CCTV

## Ideally, you'll have all or most of the experience we're asking for:

- Previous experience within the hospitality industry (residential building experience is required)
- Significant experience providing exemplary levels of customer service
- Experience in managing contractors and building works within a busy development (water flushing experience is required)
- Awareness of general fire, health & safety and security
- Proven ability to and handle confidential information with professionalism and discretion.

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# Night Porter

**Position:** Night Porter/Concierge

**Location:** Paddington London

**Salary:** £21,000 per annum

**Hours of work:** 8pm to 8am / 3on 3off

**Job type:** Permanent

Working within prestigious luxury apartments, this position is primarily customer focused and is to provide a welcoming, courteous and polite reception facility to all residents with some caretaking and maintenance duties.

Experience of working within a service orientated environment, hotel environment is desirable along with excellent customer service skills. The shift pattern is 3 on, 3 off night shifts.

## Key Responsibilities:

- The Night Porter/Concierge is to meet and greet the residents, answer enquiries by telephone or callers to the desk. Assist the residents, guests and visitors with job tasks and individual requests to be dealt with efficiently whilst maintaining reception cover.
- The Night Porter/Concierge must ensure that the highest levels of customer care and service are maintained at all times. Deal effectively with complaints, take the correct action and remain courteous at all times.
- Maintain a clean and smart appearance at all times, wearing either the staff uniform or a suit.
- Ensure effective security of residents and the building at all times including manning any CCTV and aid the smooth running of car parking facilities.
- The Night Porter/Concierge should check and screen all visitors and guests and any contractor staff, ensuring they have permission to be present in the building. Report any suspicious/unusual behaviour, calling the police if necessary.
- Correct reporting of any security/Health & Safety issues, incidents and complaints. Taking appropriate action in the event of an emergency.
- Responsibility for all deliveries to main reception desk, receiving and safekeeping of all parcels/registered mail. Correct issuing of all parcels/registered mail with a record which must be signed by residents. Notify residents of any deliveries to arrange collection from the front desk.
- Issuing of keys only to correct personnel/residents whilst recording at all times the signing in and out of keys.
- Responsibility for the site fire and emergency procedures policy and ensure that relevant preventative measures are undertaken.
- Pro-actively deal with any maintenance and cleaning problems identified within the estate and regularly carry out site inspections to identify any problems.
- Assist the House Manager/Directors with any other reasonable duties as requested.
- Be able to give a clear and concise handover at the end of the shift, highlighting any events that have occurred and forthcoming events.

***\*\*Due to the large number of applications received we are unable to respond to every applicant\*\****

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## Day Concierge

**Hours:** Mon to Thurs 08:00am to 8:00pm

**Salary:** upto £30,000 depending on experience

**Location:** Paddington – London

We are currently recruiting for a Day Concierge to work at a residential development in Paddington. You will have the responsibility of being the first point of contact for all residents, visitors, and contractors; being professional in manner and appearance at all times; and available to assist residents, visitors and contractors with any enquiries they may have. You'll be a people person, go that little bit further to get to know the residents building strong relationships with them on an individual level whilst always being completely professional, courteous and respectful.

You'll be the first and primary point of contact for residents when it comes to any support, they need at the place they call home.

**Ideally, you'll have all or most of the experience we're asking for:**

- Previous residential or other property experience, preferably within a similar role
- Significant experience providing exemplary levels of customer service.
- Experience in managing contractors and building works within a busy development.
- Awareness of general fire, health & safety and security
- Proven ability to and handle confidential information with professionalism and discretion.

### Responsibilities

- Meet and greet the residents and answer enquiries by telephone or from callers to the desk.
- Assist the residents, guests and visitors when required.
- Ensure effective security of residents and the building at all times including manning any CCTV and aid the smooth running of car parking facilities.
- Be courteous and helpful to residents, guests, suppliers, tradesmen and the general public.
- Communicate with leaseholders and managing agents in an attentive and personable manner.
- Carry out regular patrols of the entire building and report any faults and/or security breaches found to the Building Manager.
- Perform weekly fire alarm, lift alarm and other regulatory tests and inspections, and report any issues to the Property Manager as well as log/file records for inspection purposes.
- Ensure correct reporting of any security/Health & Safety issues, incidents and complaints. Taking appropriate action in the event of an emergency.
- Issue keys only to correct personnel/residents whilst recording at all times the signing in and out of keys.
- Be responsible for all deliveries to the main reception desk, receiving and safekeeping of all parcels/registered mail. Correct issuing of all parcels/registered mail with a record which must be signed by residents. Notify residents of any deliveries to arrange collection from the front desk.

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## Customer Assistant Part Time

Salary £13.55 - £13.85 per hour

Hours 20 to 30 hour

Contract 05:00am – 15:00pm, 14.00pm – 00:00am

Benefits 30-35 days' holiday (pro rata) | 10% in-store discount | Pension scheme.

Location Shepherds Bush W12 8PP

As a Customer Assistant, no two shifts are the same. From restocking shelves to jumping on tills, you'll keep moving, keep business booming and never be bored. You'll take pride in going the extra mile to keep the store clean, tidy and organised, working closely with your colleagues and making sure that every customer receives the service they deserve.

In return, we'll give you a competitive hourly pay rate based on equal opportunity and pay structures, with an additional £2.00 per hour for bank holidays and £3.50 per hour for nights, as well as a generous benefits package designed to support your well-being and life outside of Lidl.

### What you'll do

- Be a Lidl expert, helping our customers with their questions, queries and requests
- Efficiently work deliveries as they arrive in store
- Passionately provide excellent customer service
- Proactively keep the bakery topped up by baking fresh goods
- Expertly merchandise and maintain our middle aisles of Non-Food products

### What you'll need

- Experience working in a fast-paced environment
- Excellent customer service skills
- Flexibility to start a shift early or finish late
- A positive approach to changing priorities
- Drive and passion to work hard and make your store a success
- A smile on your face and a friendly manner to inspire your team and help our customers

### What you'll receive

- 30-35 days holiday (pro rata)
- 10% in-store discount
- Pension scheme
- Enhanced family leave
- Long service award
- Plus, more of the perks you deserve

If you're ready to get stuck in, want to get more out of your career and make a real difference, find your place at Lidl and apply now.

Please note your employment is conditional upon the Company's receipt of satisfactory references and if requested by the Company, a satisfactory Disclosure and Barring Service check.



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## Cleaner Part Time

Location	Central London
Salary	£13.15ph
Hours Per Week	15
Shift Pattern	18:00-22.00
Working Days	Monday - Friday):

### About The Role

Our cleaners play an important part in providing safe, clean environments in which our customers can thrive in their workspaces. You will be carrying out a range of cleaning activities including mopping, sweeping, dusting, emptying bins and cleaning washrooms. You will be working Monday to Friday, 18:00 to 22:00, 15 hours per week.

### You'll also:

- Make sure that areas are always cleaned to the highest standards.
- Always work safely.
- Make sure equipment is cleaned, maintained, and stored correctly.

### To succeed in this role, you'll need:

- Good attention to detail
- To be reliable and responsible with a flexible approach to work

## Music Library Assistant

Permanent contract

40 Hours per week

£28,000 per annum

Based in: Covent Garden, London

Closing: 8am, Monday 13<sup>th</sup> May 2024.

### The role:

We are now seeking to recruit a Music Library Assistant to assist in the preparation and distribution of music at the Royal Opera House, providing effective support to the Music Library team.

### What you'll bring:

You will be able to demonstrate:

- Advanced theoretical knowledge and practical orchestral playing experience.
- Knowledge of opera and ballet repertoire.
- General office administration skills: photocopying, document binding and mailing/distribution, proficiency in use of Microsoft Office.
- Effective time management skills and the ability to work consistently to deadlines.
- Strong communication skills and a consistent high level of customer care and responsiveness.

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## Postperson with Driving - Camden Delivery Office (NW1 1AA)

Location: London, GB, NW1 1AA

Company: Royal Mail Group

Delivery Postie with Driving

Job type: Permanent contract

Hours: 30:00 hours per week, working 5 days across Wednesday - Sunday, between 08:30 and 14:30

Please note, from the end of April 2024, your attendance times may change by up to 30 minutes in line with a national project, more information will be available at interview.

### **Due to operational demand, you will be required to work Saturday and Sunday.**

There has never been a more exciting time to join us! We are reinventing Royal Mail for the future and now is a perfect time to join us on that journey.

Each year, we make billions of deliveries possible. Whatever the weather, come rain or shine, we show up. Because for us, it's personal. For every person, from every walk of life, we deliver. From exam results and tax returns, to wedding invites or online purchases. You could be part of it. Part of the fabric of the nation, bringing trust to the doorstep. A Postie. Delivering for your local community, because you care about the people. The excited faces that open front doors and the small businesses run from bedrooms. It's a physical job – but it keeps you fit. Interested? Join us and make a difference to the place you call home.

### **A bit about you**

- Upbeat, independent and self-motivated
- Organised, punctual and ready to deliver great customer service
- Think of yourself as a people-person and a friendly face in the community
- Happy walking for long periods and working outside in any weather
- Has a strong sense of community and takes pride in what you do
- Has a full UK manual driving licence with no more than 6 penalty points

If your application is successful, the first step will be to invite you to a telephone screening call and if successful, this will be followed by an interview at the Delivery Office.

If your application is successful, the next step will be a screening call, so please expect a telephone call from one of our recruiters shortly.

Please ensure your contact details are up to date when submitting your application.

We are proud of our diverse employee network groups and the active role they play to support belonging and encourage a positive work environment. We are firmly committed to inclusion and passionate about our people representing the communities we serve. We are happy to support your need for any adjustments during the application and hiring process. Please share the details within your application if required.

Thursday 25<sup>th</sup> April 2024

# Domestic Assistant

Posting date: 16 April 2024

Salary: £11.44 per hour

Hours: Full time

Closing date: 16 May 2024

Location: NW2 1TU

Company: Four Seasons Health Car

We are currently recruiting for a Domestic Assistant. Working as a Domestic Assistant you will be responsible for maintaining a hygienic and safe environment for our residents, visitors and staff. You will be an important part of the team that ensures residents in our care feel valued as individuals. As one of the largest healthcare providers in the UK it's important to us to couple great care with meaningful and enjoyable experiences.

**As a Domestic Assistant you will:**

- Carry out all duties to a high standard ensuring we provide a hotel standard of cleanliness for our residents
- Understand the cleaning requirements of different areas and equipment and the properties of cleaning materials, to ensure the areas are well presented and maintained in good condition
- Develop positive relationships with all residents, staff, residents families and other visitors to the home by becoming an integral part of the team
- Encourage residents to assist you and your team with daily work activities, helping them to maintain their independence and sense of worth
- Work safely within company policies, seeking advice and guidance when necessary.

**To succeed you will be:**

- Of a caring nature and a positive attitude, showing a desire to deliver the best possible service to the residents in our care
- A team player who engages well with others
- Strong communicator and influencer
- Energetic and hard-working
- Flexible and adaptable to change
- Passionate about offering superior services and want to make a difference
- A glass half full person, with a sense of humour and a positive outlook

If you have the skills to succeed in this role and are committed to the provision of quality care please apply

Thursday 25<sup>th</sup> April 2024

# The London Job Show

26th & 27th April 2024

Westfield London Shopping Centre, Ariel Way, London W12 7GF

## Why should I attend the Job Show?

A FREE event for anyone looking for a new job or training opportunity. You can learn more about the employers. Employers can learn more about you!

## FOR ALL AGES AND ALL EXPERIENCE LEVELS

- Meet 60+ employers in person.
- Boost your chances of being hired by adding a personality to your application.
- Hand your CV directly to hiring managers.
- On the spot interview opportunities
- Attend Career Workshops & Seminars throughout the event.
- Thousands of jobs and courses available. From senior management positions to mid-level roles, to graduate schemes, to entry level, and apprenticeships

### London Job Show employers are hiring for the following departments:

Accounting, Administration, Advertising Services, Apprenticeships,  
Business Development, Business Support, Call Centre, Child  
Day Care Services, Creative Services, Customer Service, Design,  
Education, Engineering, Facilities, Facility Management,  
Finance, Food & Beverage, Front Office, Healthcare Services,  
Hospitality, Housekeeping, Human Resources, IT, Kitchen &  
Food  
Production, Law Enforcement, Legal, Logistics, Maintenance,  
Marketing, Media & Communications, Merchandising, Operations,  
Payroll, PR, Product Management, Project Management,  
Quality Assurance, Real Estate, Research, Retail, Retail  
Apparel & Fashion, Sales, Security, Staffing & Recruiting,  
Supply Chain, Support, Technology, Trainee Bus Drivers, Truck  
Transportation, Warehouse

Thursday 25<sup>th</sup> April 2024

# School Finance Officer

Salary: £34,000 to £37,000 per year

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Hours: Monday to Friday, 8am to 4pm, 52 weeks per year

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Closing date: 15 May 2024

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Location: London, London, NW11 7HY

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Company: New Appointments Group Ltd

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Job type: Permanent

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Our client is an independent school based in North London and situated in beautiful grounds. The school takes a holistic approach to education and very much values the all-round development of their students.

They are looking for a Finance Officer to work within their Bursary. This is made up of a small team manage the financial and administrative activities of the school. Each has their own expertise but work closely together to enable the smooth running of the department. Part of the role of School Finance Officer is to liaise with the administrative and teaching staff throughout the school.

## Experience & Qualifications

You are part-qualified or qualified by experience

You have experience in purchase ledger and bank reconciliation

Ideally you will have previous experience within a school, although this is not essential

You have excellent IT skills, especially in Excel

You possess excellent written and verbal communication skills

You are knowledgeable regarding accounting and administration systems, as well as management reporting

## Benefits

26 days holiday plus Bank Holidays

Free lunch

Contributory Pension Scheme

Termly opportunity to participate in car parking permit scheme

Use of School gym facilities

Staff CPD

Cycle to Work Scheme

Flexible working can be considered

Thursday 25<sup>th</sup> April 2024

# Finance Officer

Salary: £32,000 to £34,000 per year

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Hours: Full time

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Closing date: 10 May 2024

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Location: London, UK

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Remote working: Hybrid - work remotely up to 3 days per week

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Company: The Methodist Church

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Job type: Permanent

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## The Vacancy

The role involves correctly accounting for all payments and income including legacies given to specific projects and district assessment ensuring that all sums due to the Church have been duly received and where necessary, banked intact and promptly and correctly accounted for.

## Your Qualities:

Good attention to detail and communication skills

Ability to work collaboratively with colleagues

First class organisational and administrative skills and systematic approach to work

Ability to deliver to set deadlines

Able to remain calm under pressure and be tactful in difficult or sensitive situations

Honesty, integrity, resilience and professionalism

## Key duties include:

Processing supplier invoices ensuring payments are made on time

Processing donations, raising sales invoices and performing credit control checks

Posting investment income transactions and administering legacies

Process gift aid claims and provide support to churches Gift Aid Secretaries

Raising sales ledger invoices and performing credit control

Posting cash book journals and preparing bank and control account reconciliations

Process the pension scheme cashbooks and general ledger journals

To be the main point of contact to handle customer and supplier queries

## Our Culture, Values and Benefits

Thank you for considering joining our inclusive and welcoming team that strives for excellence and values employee wellbeing.

We value and support all those who join our team through a positive work-life balance augmented by generous annual leave (plus an extra 3 days over Christmas/New Year), TOIL, flexi-leave and an on-site Wellbeing Adviser service. We offer a generous occupational pension scheme, where the Methodist Church will pay double the employee contribution up to a maximum of 16% employer contribution.

The Methodist Church is an inclusive and supportive employer. We are actively committed to encouraging applications from people of all backgrounds. We welcome applications from people of Black, Asian and other Minority Ethnic groups. We welcome applications from people living with disabilities.



Thursday 25<sup>th</sup> April 2024

## Public Affairs Officer

Locations: Dual - London office & home  
Salary Details: £29,000 - £31,000 p/a + benefits  
Hours Per Week: 35  
Closing Date: 12 May 2024  
Vacancy type: Permanent

### The opportunity

Do you have experience of working in the UK Parliament, in an in-house public affairs team or within a public affairs consultancy? Are you looking to drive change to help tackle one of the UK's biggest killers?

If so, you may be the Public Affairs Officer we're looking for!

### About the role

Our Policy and Public Affairs team exists to build support amongst key decision makers so that we can fund lifesaving research into heart disease. We develop the British Heart Foundation's (BHF) position, engaging and influencing stakeholders to help ensure the UK remains a global leader in heart and circulatory research while advocating for the 7.6 million people living with heart and circulatory diseases across the UK.

We have an exciting opportunity for a Public Affairs Officer to join our award winning and high impact team during a very exciting time in politics. You'll be engaging with Parliamentarians to promote our work at Westminster and in their individual constituencies, while proactively spotting opportunities to build relationships and advance the interests of BHF. You'll deliver a programme of activity and engagement that contributes to our wider *Hearts Need More* campaign, which aims to make heart and circulatory diseases a key priority for political parties ahead of the next general election.

### Working arrangements

*This is a blended role, where your work will be dual located between your home and our London office.*

At BHF we believe in the power of being together, so our colleagues on blended contracts can expect to spend some time in their office, at least one day each week, on average. The use of our office spaces is driven in part by your role and the activities you need to do. This may vary from time to time, so you will need to work in a flexible way to unlock your best work for our cause.

Need more help balancing your work and home life? Talk to us about what flexibility is available at the application or interview stage.

### About you

With an interest in, and understanding of the external political environment, you'll have a good understanding of the workings of the UK Government and parliamentary procedure. You'll have an understanding of the role of BHF and other health and medical research charities in general, and particularly in the political arena.

You'll have experience of working in the UK Parliament or within a public affairs in-house team or consultancy and have excellent communication skills. Having previously engaged with political stakeholders, you'll be able to build strong relationships with key internal and external colleagues.

With a proven ability to write clearly, concisely and persuasively for political audiences in a variety of formats, you'll be able to summarise complex information swiftly and accurately for a variety of audiences. You'll also have strong organisational skills, including experience of coordinating events.

Thursday 25<sup>th</sup> April 2024

# Sales Assistant

**Salary Details:** £11.44 per hour + benefits  
**Hours Per Week:** 6 hours every Sunday Only  
**Closing Date:** 07 May 2024  
**Vacancy type:** Permanent  
**Location:** High Road, Balham, London, SW12 9BW

## The opportunity

### About the role

When it comes to generating stock, maximising value, and building customer loyalty, we put a lot of trust in our retail staff. Our Sales Assistants work alongside the management team and volunteers to drive shop performance. As a Sales Assistant you will be involved in all aspects of a customer focussed role such as:

- Ensuring highest standard of customer service
- Achieving maximum sales
- Assisting in all store operating procedures such as sorting donations, stock rotation, deliveries, merchandising, pricing, and shop-floor replenishment
- Liaising with E-Commerce team to maximise online sales

As a Keyholder, you will be responsible for the store when there isn't a manager on duty, and this may involve lone working. Therefore, applicants must be 18+ years old.

This position is for 6 hours every Sunday.

### About you

Previous experience in retail is not essential. However, the desire to achieve the absolute best in customer service is. You will have the ability to work collaboratively with others and be comfortable guiding the activity of volunteer team members.

### Why join the BHF?

We have a strong culture of internal progression and will actively support you to develop your career.

Our generous staff benefits include:

- 38 days annual leave
- 25% staff discount
- Health cash plan
- Pension with employer contribution up to 10%
- Life assurance
- Discount options for gym membership.
- Discounts with a range of retailers

### About us

With over 700 stores all over the UK and serving over 30 million customers each year via our omni-channel offerings, sustainability is at the forefront in everything we do. In one year, we save over 71,000 tonnes of items from going to waste. By keeping things in use for longer we reduce waste, helping reduce unsustainable resource use.

Everything we do comes back to funding lifesaving research for all heart and circulatory conditions. We are more ambitious and determined than ever – because the cures and treatments we need are in sight. You could be part of getting us there sooner.

Thursday 25<sup>th</sup> April 2024

# Support Worker

Salary:	£27,352 per year
Additional salary information:	pension schemes
Hours:	Full time 40 hrs per week
Closing date:	08 May 2024
Location:	Brent, London, NW10 8BU
Company:	Look Ahead Care, Support and Housing Ltd

## Job description

**We're looking for a kind, compassionate and resilient Support Worker to join our Homelessness service in Brent.** No personal care or experience is required, just the right values.

Livingstone House is a 24-hour staffed 92 bed mix gender hostel, which provides short term supported housing for single homeless vulnerable people with Low to Medium support needs. Look ahead provides the support function and Riverside provides the housing management and night concierge. The Service provides on average 5 hours of weekly support to customers who reside in the hostel with the aim to provide them with the tools to move on within the community and live independently.

*This role requires a valid Right to Work for the UK as Look Ahead are not a sponsoring organisation.*

## What you'll do:

- To provide support to peers and management, being flexible and responsive and help bespoke support for each customer's abilities and aspirations
- To implement the principles of personalisation, as part of a local service plan.
- To help support your colleagues to maximise the customers' independence.
- To motivate customers to access educational and training opportunities and to integrate fully in the community
- To support up to 14 customers to sustain their tenancies
- To promote customer involvement in all aspects of your work
- To take on a project that will help assist the service move forward
- To work closely with peers/customers and lead on initial referral assessments, aiding their journey for betterment & lead on the resettlement of customers
- To maintain appropriate records to a sound standard in accordance with Look ahead's policies and procedures.
- To attend Case Conferences every 6 weeks where viable
- To attend provider meetings and update upon service delivery
- Working hours are either a 8am-4.30pm or a 1.30pm until 9.30pm on a rota basis which will includes weekends

*This is not an exhaustive list of all the duties and responsibilities that may be required from time to time and is subject to change in accordance with the needs of Look Ahead*

## About you:

- Excellent communication and a team player

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- Excellent customer relationship management
- Professional manner in everything that you do
- Proven experience of motivating, supporting customers or transferable skills than can complete this task and beyond.
- A essential willingness to work evenings, weekends and bank holidays on a shift rota basis
- Ability to think outside the box (Essential)
- Work upon your own initiative which is essential
- Lead upon assigned projects that are given
- Ability to hit the ground running which is key within a fast moving hostel daily environment.

**What you'll bring:**

**Essential:**

- Time management is key in all area's
- Leadership
- Teamwork
- Communication
- Resilience
- IT skills

**Desirable:**

- Problem solving
- Ability to work under pressure
- Confidence
- Change management

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# Support Officer

**Contract Type:** Permanent

**Salary:** £27,343 per annum

**Working Hours:** 37.5hrs per week

**Working Pattern:** Monday - Sunday rota

**Location:** Artemis House, Camden

***For your application to be considered please ensure you attach a current CV and cover letter.***

## **Why Riverside?**

We have a portfolio of over 75,000 affordable residential and retirement homes across the UK. Our work ranges from homelessness services to social care, employment support to retirement living, and we need the best people on board to help us.

## **Mental Health:**

Our Mental Health team is vital to helping us deliver on this vision. We work to transform the life experience of people with mental health support needs. The support we provide is delivered in a range of settings (like supported housing, assessment centres and outreach) and our customers' support needs can include psychosis, forensic and personality disorders. We believe in providing care and support to our clients that will enable them to make informed decisions about their life that will increase their sense of wellbeing: this might be greater independence, better coping strategies or a richer network and sense of self achievement. You will be working from one of our supported services providing support to our customers in a variety of ways.

## **Some of your responsibilities will include:**

- Carry out assessment to identify and prioritize needs.
- Use SMART goal planning to provide needs led holistic support.
- Create an environment that promotes opportunities for customers to develop, learn and enable skills towards independence.
- Provide a comprehensive support planning service to customers in line with the department's policies, procedures, and approach.
- Ensure customers are fully informed of their rights and responsibilities regarding the service and are enabled and empowered to get involved in the running of the service through consultation and participation.
- Set up and maintain customer files and ensure that accurate and up to date records are kept of support provided to customers in accordance with HCS policies.

## **About You**

We are looking for someone who believes in working together as part of a team, who shares our values and who is committed to achieving positive outcomes for all of our customers.

## **The successful candidate will have:**

- Experience of working with vulnerable people with a range of needs in a support capacity
- A genuine passion for working with people.
- Good communication skills and the ability to engage with and respect the needs of vulnerable people.
- Excellent team working skills with a creative flair and ability to think outside of the box.
- Housing sector knowledge including housing benefit applications.
- Strong IT and social media skills to manage and maintain administration and recording systems.

## **Role Profile**

**INVESTORS IN PEOPLE™**  
We invest in people Gold



Thursday 25<sup>th</sup> April 2024

- Work on a rota basis, including out of office hours where necessary
- Comply with all relevant policies & procedures, including but not limited to: Safeguarding, Health & Safety, Customer Care, Equality & Diversity, the Code of Conduct etc
- Carry out assessment to identify and prioritise needs
- Use SMART goal planning to provide needs led holistic support
- Develop and maintain positive links with key stakeholders
- Create an environment that promotes opportunities for customers to develop, learn and enable skills towards independence
- Where required, administer medication & ensure appropriate records are maintained
- Ensure that the service complies with our standing orders & financial regulations
- Adhere to confidentiality policies
- Provide a comprehensive support planning service to customers in line with the department's policies, procedures and approach
- Ensure customers are fully informed of their rights and responsibilities regarding the service, and are enabled and empowered to get involved in the running of the service through consultation and participation
- Set up and maintain customer files and ensure that accurate and up to date records are kept of support provided to customers in accordance with HCS policies including on the MPS IT system
- Make full use of IT & other technologies for appropriate tasks, including the use of word processing, spreadsheets, email etc.
- Where appropriate, complete all tasks to meet targets towards minimising voids
- In accommodation based services, liaise closely with the Housing Management Team to identify problems with Housing Benefit payments, review rent collection and address other tenancy-related matters
- Support customers to develop the necessary skills to live independently, and to access training, education and work.

**Person Specification      Essential**

- Good interpersonal skills
- Good level of IT skills and literacy
- Knowledge of the Housing Sector
- Experience of providing support to others in a work, voluntary or personal capacity
- A practical solution focussed approach to problem solving
- Ability to work flexibly and in a busy environment
- Knowledge and understanding of up to date legislation, government frameworks relevant to the customer group
- Understanding of safeguarding children and adults

**Desirable**

- Demonstrable experience of working with vulnerable adults
- Experience of undertaking customer assessments, support planning and key-working with a clear outcome focus
- Experience of promoting Equality & Diversity
- Strong time management skills and ability to prioritise workload
- Ability to communicate effectively in writing including the preparation of letters reports & file notes
- Ability to contribute to effective team working
- IT skills including use of Microsoft packages such as Word



Thursday 25<sup>th</sup> April 2024

# Finance Assistant

Salary: £27,000 to £29,500 per year

Hours: Full time 37.5 weekly Monday - Friday

Closing date: 09 May 2024

Location: NW6 3QH

Remote working: Fully remote

Company: SweetTree Home Care Services

Job type: Permanent

Job reference: 241629JCPQ

We are currently looking for an exceptional individual to join us as a Finance Assistant, responsible for the day-to-day operations and problem solving for the Accounts Payable process across SweetTree. Our ideal candidate is someone who is preferably AAT qualified, has done interim work before or can pick things up with ease and speed and has plenty of experience in a finance assistant role of a small/medium sized business.

The prospective Finance Assistant will be responsible for posting and processing journal entries to ensure all business transactions are recorded. Updating accounts receivable and issuing invoices. Updating accounts payable, performing reconciliations and problem solving for the Accounts Payable process across the SweetTree businesses.

## The Interim Finance Assistant will be responsible for:

Ensure all supplier invoices are processed and paid accurately and in accordance with payment terms.

Assist in investigating and resolving invoice / payment discrepancies with suppliers.

Reconcile the AP ledger to ensure that all payments are accounted for and correctly posted.

Ensure remittances are received and recorded in the accounting system.

Reconcile bank payments and credit card statements.

Assist with the Purchase Order Process.

Assist with the direct debits / non-Purchase Order spend.

Provide supplier reports / KPIs / ad hoc analyses to raise awareness and provide insights.

Ensure all related supplier tasks are undertaken in line with the monthly Finance timetable.

Process the on-boarding and offboarding of clients and staff via the Expenses software.

Raise invoices relating to billable expenses.

Update daily cashflows.

Undertake ad hoc tasks as requested by the Finance Department (examples include managing intercompany and amortisation scheduling).

Help to improve processes to increase efficiency and effectiveness.

Assist the Finance Team in a wide range of accounting activities to ensure the smooth day to day running of the finance function.

Finance Assistant

Thursday 25<sup>th</sup> April 2024

**Essential Experience, Skills and Attitudes:**

- Knowledge of accounts / bookkeeping essential.
- Knowledge of Xero is highly desirable.
- Able to work efficiently on their own and as part of a team.
- Ability to work under pressure and able to meet tight deadlines.
- A proactive approach to investigate and resolve various issues.
- Adapting effortlessly to change whilst maintaining focus on key business goals.
- Excellent organisational skills to manage the volume of invoice queries and other issues.
- Great interpersonal and communication skills coupled with professional telephone manner.
- Sound knowledge of MS Office Applications, specifically Excel (use of v-lookups, pivot tables).