

Thursday 25th July 2024



VACANCIES

Week Beginning:

Thursday 25th July 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



INVESTORS IN PEOPLE™
We invest in people Gold



Thursday 25th July 2024

Accounts Assistant

Working Hours: 7.5-hour workday, flexible between the hours of 8:30 and 6pm (typically 8:30am to 5pm)

Salary £28k – £30k dependant on experience

We are an award-winning Property Recruitment and staffing agency specialising in placing candidates into roles in the residential property sector in London and beyond.

We are looking to recruit an Accounts Assistant to join our friendly Finance team. This is a full-time role, and we are looking for an all-rounder who is happy to get involved with all aspects of a busy finance team which is responsible for accounts payable, accounts receivable, weekly payroll for up to 500 people + monthly payroll, credit control and any other finance related duties. We are looking for someone with ideally 3+ years experience in any Accounts team related role, who would like to expand their knowledge and join a fun, vibrant company.

The successful Accounts Assistant will be responsible for, but not limited to inputting purchase invoices, reconciling invoices to supplier statements, producing sales invoices, liaising with third party providers, clients and suppliers, credit control, cash book maintenance, bank reconciliation, assisting with payroll and other ad hoc duties as required.

About US

We are an award-winning recruitment consultancy that provides staff to high-end residential buildings across London.

What we offer:

- Flexible working hours
- 25 days annual leave + bank holidays
- Private healthcare
- Employee assistance programme
- Season ticket loan
- 50% off gym membership
- Daily unlimited snacks / fresh fruit
- Lots of social events

****Due to the large number of applications received we are unable to respond to every applicant. We apologise in advance. ****

Thursday 25th July 2024

Admin assistant

Residence Administrator

Salary £24,000 (increasing after successfully passing probation)

Days Monday to Friday

Hours 40hr week 09.00hrs to 17.00hrs

Holidays: 28 days per annum / 5.6 weeks per annum (inclusive of public holidays)

Trial period: **3 months**

Responsibilities (The following list is not exhaustive but shows some of the responsibilities)

- Responsible for assisting the Management Team with administrative duties and accept responsibility as the General Manager's Administration Assistant as and when required.
- Assisting with the Concierge Team when required.
- Answer phones professionally and assist with inquiries.
- Provide administrative support to ensure efficient office / Residence operations.
- Collating time sheets, over time sheets, sickness forms, holiday forms, etc (full training given).
- Maintain confidentiality of sensitive information.

Preferable:

- Strong data entry skills with a keen eye for detail
- Excellent organisational abilities to manage multiple tasks effectively
- Familiarity with office procedures and phone etiquette
- Ability to work independently and as part of a team
- Strong written and verbal communication skills (English)
- Must understand Microsoft packages (excel, outlook, word, etc).

Property Assistant / Porter

Salary £26,500 (increasing to £28k after successfully passing 3-month probation)

Days Rota based, 5 days out of 7 including weekends and Bank Holidays

Hours 40hrs / week, (8 hours shifts, 07.00hrs-15.00hrs or 15.00hrs 23.00hrs)

Holidays 28 days per annum / 5.6 weeks per annum

Trial period: 3 months

Location Kensington

On behalf of my client i am working on a brand-new vacancy based at a super high end residential development in Knights-bridge: –

Purpose of the role: To ensure the best possible resident experience

Responsibilities:

- Being present at the entrance of the development
- Receiving and delivering parcels and food orders for the residents
- Ordering cabs, taking dry cleaning
- Covering the front desk
- Answering the phone
- General portering

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General assistant GH 7.5

Positions	1
Salary	£24,959 per annum
Contract Type	Permanent, Fixed Term, Internal Secondment, Minimum Hours
Contract Length	1 year
Working Pattern	Part Time
Location	On-site (Parliamentary Estate)
Leave entitlement	Starting at 30 days per annum, pro-rata
Closing Date	18th August 2024 at 23:55

The Customer Experience and Service Delivery team delivers integrated facilities management services to ensure a comfortable, safe, and efficient environment for MPs, 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.

Catering Services sits within the Customer Experience and Service Delivery team and are responsible for the efficient operation of the House of Commons catering facilities. Catering Services at the House of Commons promotes a culture that adheres to the highest ethical standards across all areas of our business. Our commitment to excellence in all we do, combined with a desire to understand, and fulfil our guests' requirements translates into our customer experience.

The Role

General catering assistants are required to work within the team supporting the Supervisors and Managers to ensure the smooth and effective running of the numerous food and beverage outlets within a busy Catering operation.

You will be responsible for providing a great guest experience while ensuring that all food and beverages displays are beautifully presented and replenished regularly, meeting all agreed customer and operational standards. Helping to ensure that the venue is kept to impeccable standards of cleanliness and free of litter.

Some of the responsibilities for this role include:

- To ensure a high standard of service and presentation is offered to all guests at all time, irrespective of the level of trade.
- To ensure that all food and beverage displays and fridges are replenished when needed and that all items for sale are available throughout the days service times.
- Helps to ensure that tables are sanitised, free of litter and neatly arranged.
- Ensure that condiment and cutlery stands are replenished when needed.

Skills and Experience

To be successful in this role you will demonstrate:

- Relevant café experience in a similar position with experience of a high standard of service in a high-volume, high-quality establishment.
- Proven experience of excellent customer service and an ability to apply this consistently when dealing with all types of customers at all levels and with diverse backgrounds.
- A high degree of flexibility and adaptability while upholding the values of equality, diversity and inclusion, able to work effectively in a busy environment.

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Barista

Positions	1
Salary	£27,025
Contract Type	Permanent
Working Pattern	Full Time
Location	On-site (Parliamentary Estate)
Leave entitlement	Starting at 30 days per annum, pro-rata
Closing Date	18th August 2024 at 23:55

The Role

This is a great opportunity for a customer focused individual to join a thriving team within a busy coffee bar, right in the heart of the Parliamentary community. We want to inspire our customers to love great coffee. We are all about embracing passion, energy, and teamwork to serve memorable moments for every one of our customers.

We are looking for an enthusiastic individual to deliver the perfect cup of coffee to every customer; to provide exceptional care and give a polished and professional service, exceeding our customers' needs and expectations.

Some of the responsibilities for this role include:

- Provide quality beverages, whole bean, and food products consistently for all customers by adhering to all recipe and presentation standards.
- Interact with customers, assess customers' needs and references, and take orders. Respond promptly to requests from customers in a polite and professional fashion, making recommendations and up-selling additional products with a positive suggestive sales approach when appropriate.
- Maintain an up-to-date working knowledge of the product offering and daily specials, including allergen information. Demonstrate product knowledge by advising the customer/answering queries, explaining how products are made.

Skills and Experience

To be successful in this role you will demonstrate:

- Experience providing barista-made coffee in a similar role within a high volume, high-quality cafeteria/coffee bar/hospitality establishment.
- Experience of delivering an excellent standard of hospitality service within a customer facing catering role, demonstrating flexibility and the ability to respond to the ever-changing dynamics of the service environment and the needs of different groups of people.
- Ability to engage with a variety of people and adapt style and content to meet audience needs whilst upholding the values of equality, diversity, and inclusion, demonstrating an understanding of how personal behaviour affects others.

Next Steps and Additional Information

CV & Supporting Statement – If you would like to apply for this role, please submit your CV and covering letter with a 500-word limit.

Thursday 25th July 2024

Daytime Events Officer (Learning and Participation)

Contract	Permanent
Hours	40 hours per week
Saary	£27,352 per annum
Location	Covent Garden
Closing	8am, 9 th August 2024

We are looking for an Event Officer to co-ordinate and event manage the programme, which currently comprises:

- Informal performances: Recitals at Lunch, Live at Lunch
- Participation for adults: Sing at the Royal Opera, Dance with the Royal Ballet, Tea Dances
- Participation for children and families: Family Sundays
- Creative Residencies with visiting community groups
- Ad hoc special events with partnered organisations

This role will work closely across the Producing team (Producer and Assistant Producer) on planning, project administration and logistics management of all events. The successful candidate will be able to demonstrate the following:

- Experience of event and/or festival management in a cultural organisation.
- Evidence of successful resource and budget administration to include experience of using e-procurement or accounting software.
- Excellent written and verbal communication skills with a high standard of written English and experience of report writing.
- Strong time management skills with the ability to meet deadlines and identify future workload in a fast-paced environment.
- Ability to deal sensitively with the general public and a wide range of external and internal stakeholders in a confident and professional manner; experience of compliance and health and safety management.
- Commitment to widening diversity and promoting social mobility.

This role works on a 5 out of 7-day rota. It forms part of a large department, and you will be expected to support other projects and programmes as required. This position is based in Covent Garden but may require working in other locations of England as directed.

We are committed to creating a diverse and inclusive environment in which everyone can thrive. We welcome applications from those who are currently underrepresented in our workforce; in particular those who are from a global majority background and/or disabled. As a Disability Confident Employer, we guarantee to interview all disabled applicants who meet the minimum essential criteria for our vacancies.

Thursday 25th July 2024

Pharmacy Purchasing Officer Band 3

Main area	Pharmacy
Contract	Permanent
Hours	Full time - 37.5 hours per week
Site	Hammersmith Hospital
Salary	£27,948 - £29,468 pa inclusive
Closing	13/08/2024 23:59

We are seeking an expert in administration with a knack for purchasing and a love for human interaction. We invite you to join our team in the dynamic role of a Pharmacy Purchasing Officer. If you have a passion for connecting the dots within our Pharmacy team, then this opportunity might just be the perfect fit for you.

You will be an integral part of our team at Hammersmith Hospital by ordering in the essential medications that keep our patients safe and well. You will be engaging in various activities from order placement to invoice receipting, including for our homecare patients. The role offers daily interaction with internal teams as well as external clients, including wholesalers and pharmaceutical companies. A real chance to display your fabulous people skills! So if you are computer savvy, well-organised, and thrive in roles requiring exceptional attention to detail. You love dealing with people and can handle customer service with a smile. You have an aptitude for procurement and are always aiming for the best. Then get in touch – we would love to have you join our buzzing team.

Main duties of the job

- Delivering top-notch drug procurement service for Imperial College Healthcare NHS Trust
- Ensuring efficient and cost-effective drug procurement processes
- Managing invoice processing with accuracy and adherence to Trust Financial Standing Instructions/Orders
- Staying informed and providing vital information on drug availability
- Offering specialist homecare services with an ordering and invoicing service

Detailed job description and main responsibilities

The full job description provides an overview of the key tasks and responsibilities of the role and the person specification outlines the qualifications, skills, experience and knowledge required. For both overviews please view the Job Description attachment with the job advert.

Person specification

Education/ qualifications

Essential criteria

- General Secondary School education including GCSE, CSE or equivalent in English language and maths

Experience

Essential criteria

- Experience of working in hospital pharmacy or customer orientated environment

Desirable criteria

- Experience in hospital Pharmacy Purchasing

Skills/knowledge/ abilities

Essential criteria

- Good ability to organise and prioritise work
- Ability to read and absorb written and verbal instructions
- Good communication skills
- Good organisation skills
- Good Microsoft Office skills

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Finance Assistant: Payables

Location: Bloomsbury
Category: Financial
Salary: £25,575 per annum
Contract type: Contract Permanent
Hours: Full Time

The British Museum is seeking a Finance Assistant to work as part of the Payables function of the Finance Department in a world-renowned setting and the most popular tourist attraction in the UK. You will ensure that financial data is accurate, that all invoices are recorded in a timely manner, and that the service provided to Museum departments is of a high standard.

Key areas of responsibility:

Maintain the purchase ledger, ensuring ageing is current and that payments are correctly allocated.

Liaise with all departments to ensure prompt authorisation of invoices for processing and resolving supplier disputes.

Prepare high quality payment runs, ensuring the weekly process runs efficiently and to timetable, including resolving queries, right through to the presentation to bank signatories. Processing staff credit card returns to ensure adherence to Museum group policy.

Perform month end account reconciliations as directed.

Identify errors and inconsistencies in GL data and prepare correcting journals.

Assist with enquiries to the department and provide information to management as requested.

Proactively suggest ways to improve processes to line manager and other team members.

Stock record maintenance and query resolution as and when required.

About you:

Educated to GCSE level.

Able to work swiftly and accurately with figures, maintaining consistency and accuracy in processing a high volume of transactions.

IT literate with strong inputting and spreadsheet skills, and excellent attention to detail.

Enthusiastic, works well with others and willing to take on other work in the department during times of heavy workload or staff absence.

Excellent verbal and written communication skills, and can build strong working relationships within the Museum and with customers.

We offer a flexible way of working that allows our employees to work remotely in a way that suits them and the organisation. We welcome questions and conversations at interview stage about how flexible working could work for you.

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Events & Retail Administrator

Location: W1U 3BN
Salary: The salary for this role is £27,352 per annum.
Contract type: Contract Permanent
Hours: Full time

Venue & Location Hire

- Handle and coordinate effective response to initial client enquiries in a polite and professional manner by telephone and e-mail.
- Maintain and update all internal administration systems including the events diary, CRM system and Outlook, as well as maintaining all related paper and electronic filing systems.
- Collate relevant event details in a timely manner and communicate this information internally to other departments including: creation and distribution of event schedules, crew and guest lists and weekly updated confirmed event data.
- Collate supplier commission income for events with all invoices requested, logged and issued in a timely manner in order to achieve accurate finance reporting.
- Manage booking of guide lecturers and curators for events and early morning tours.
- Manage monthly and occasional booking of contractors, such as porter and cleaning duties, for events and all other departments when required.
- Administer all transport information for events such as raising and logging all taxi invoices in relevant databases and be prepared to perform routine transportation reviews and self-audits as required.
- Collate all staff overtime for events.
- Proactively manage the administration of the accredited supplier tender process and review supplier applications alongside the full Venue Hire Team.
- Proactively Manage all venue hire internal cultivations events to an exceptionally high standard within minimum impact to the building.
- Assist the Venue Hire Team, on occasion, with the operational support and management of client events and commercial filming and photography bookings.

Marketing

- Maintain events promotional and marketing material, including routinely updating website listings and filing images.
- Proactively create, plan and programme digital content for the department's social media accounts such as Instagram.

Other

- Establish excellent relations with clients and their suppliers (e.g. caterers, florists, production specialists).
- Attend regular networking events, both on and offsite, with suppliers, venues and industry professionals.

Retail

- Support the Retail and Merchandising Manager with regular administrative duties.
- Assist the Retail and Merchandising Manager with collating data for regular sales reports and the biannual stock take.
- Assist with processing orders from the online shop as required.
- Monitor the Shop inbox, responding to customer queries as required.

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HR Data Officer

SALARY DETAILS: £31,500 per annum
VACANCY TYPE: Permanent
Closing date: 11th Aug 2024
Location: NW1RY

PURPOSE OF THE ROLE

The HR Projects Officer will work across the projects to deliver the solutions and support the Head of People Partnering and the Reward and People Systems Manager in project management, systems support, and data strengthening.

Key responsibilities:

Strengthening our people data literacy

- Work with our HR Analyst to diagnose people data requests from HRBPs to build and develop people KPI data visualisations and reports as needed using iTrent data analytics and powerBI. Develop and implement guidance to ensure the integrity and security of people data with a particular focus on our Country offices.

HRIS configuration

Coordinate and work with colleagues across the people team to reduce inefficiencies in the HRIS and build improvements to HR services, transactions and procedures.

Reward and Recognition

Working alongside our HR Analyst, develop the HRIS to capture capability-based pay assessments; analyse data and support the moderation panel.

Create and launch a Recognition approach for staff. Develop an approach to procuring Recognition Vouchers from suppliers at less than face value (cost) and manage the annual People Awards which take place in January of each year.

Engagement Surveys

Run engagement surveys for the People team and prepare data analysis and reporting on the engagement surveys for the HRBPs and line managers.

ABOUT YOU

You will have experience of working in an HR generalist role with exposure to system development, data analysis and project management in an environment that thrives on data-literacy and evidence-based HR solutions. You will have undertaken project management.

It is essential that you have:

- An understanding of human resource operations, systems (iTrent and Eploy would be a strong advantage) and procedures.
- Proven skills in project / programme management techniques, processes and controls including project planning; project change control; resource allocation; and stakeholder engagement
- Ability to analyse both quantitative and qualitative data and interpret information to communicate to and persuade decision makers/ different audiences.
- Advanced skills in using MS office packages, specifically Excel, PowerPoint and a working knowledge of PowerBI

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Refuge Worker

Location Greater London (On-site) Southwark
Salary £28,104 per year
Hours Full-time 37.5
Contract Permanent

We are recruiting for a *Refuge Worker* to join our team in *Southwark*; the scope on this job involves....

We want kind and empathic people to work at Refuge, who believe in equality, diversity, and inclusion, are experts in their area of knowledge, want to make a positive difference and improve the lives of the women and children we support.

This is an opportunity to join Refuge as a Refuge Worker. You will be responsible for providing high quality practical and emotional support to survivors of domestic violence and their children living in our refuges.

This post is restricted to women due to the nature of the role. The Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies.

As part of this role, you will be required to participate in an out-of-hours on call rota.

Interview date: 19 August 2024

Benefits

Refuge offers a variety of exciting opportunities to learn, develop and grow in your career. We recognise the value everyone brings to the organisation to achieve our aims and are dedicated to developing and rewarding our staff.

Painter

Salary: £19.00 to £20 per hour

Hours: Full time

Closing date: 14 August 2024

Location: Soho, West London

Remote working: On-site only

Company: Constructive Resources Ltd

Job type: Temporary

We are currently looking for Painters to start our job immediately in Soho, West London. Duration for this role is ongoing. CSCS Card required and your own brushes/rollers. Please ensure you have a reference ready to give when applying.

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Scheduling Administrator

Employer: Active Training Team Ltd
Category: Administrative Roles Theatre
Job Type: Full Time
Salary and Benefits: £27,000 - £28,750 per annum (depending on experience)
Location: City of London
Expiration Date and Time: 21/08/2024 23:59

KEY RESPONSIBILITIES (to include but not limited to):

- Manage EPIC Centre cast and crew scheduling.
- Onboard new freelance cast and crew onto resource management software, effectively communicating work procedures.
- Identify resource gaps across projects and monitor availability.
- Produce project documentation, eg weekly rotas and call sheets.
- Manage the cover system for freelancers; ensure accurate tracking on resource management software.
- Co-ordination of costume, kit, learning materials etc for ATT programmes.
- Track and book in all appropriate training for freelance team.
- Support centre team throughout event day, catch and solve live operational issues.
- Deal with invoicing enquiries.
- Track, authorise and approve freelance shifts for payment.

OTHER AREAS OF RESPONSIBILITY:

- Participate in the 'out of hours' rota, managing late notice rearrangements (a few days per month)
- Provide general support to Operations Team on new projects as required.
- Occasionally cover on-site manager role at centre(s)

PLACE OF WORK: You will be based at our head office in Southeast London with some travel to other ATT sites as required.

HOURS OF WORK: Normal working hours would be Monday to Friday, 8 hours per day. (start & finish times may vary depending on where you are designated to work on any particular day)

WE ARE LOOKING FOR CANDIDATES WHO HAVE:

- A degree-level or equivalent qualification, relevant experience for the role
- At least 1 years' experience in arts administration, or production administration, or stage management, or technical theatre or video production or live events
- An understanding of the challenges of working with a large cohort of freelancers
- Experience of dealing with complicated schedules, in a live events setting
- High level of competency in IT skills (general administration)
- High level of competency in English and Maths

YOU WILL BE ABLE TO DEMONSTRATE:

- Ability to work proactively and efficiently at all times.
- Ability to work well individually and as part of a team.
- Ability to work flexibly, with an ever-changing and often challenging workflow.
- Ambition to develop within a growing company doing valuable work in an exciting field.

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H2S PCO Company Driver - W10

Closing:	31st August 2024
Industry:	Healthcare
Job Type:	Full time
Salary:	£13.15 Hourly
Working hours:	Between 07.00 – 09.00 and 14.30 – 16.30.

Job purpose: A PCO company driver is responsible for driving a passenger-carrying vehicle and providing good customer service and a safe and comfortable journey throughout the network of HATS home-to-school services.

About the role

Main duties:

- Ensure safety and wellbeing of clients throughout the journey and handover.
- To ensure that the high visibility PPE is always worn in vehicle movement areas.
- To ensure that speed limits are observed within bus depots and school premises.

To check the condition of the vehicle prior to commencing service by.

- carrying out the safety walk round check.
- ensuring that any defect in the vehicle or equipment is reported as soon as possible to the right person.
- completing the Vehicle Defect Card or entering the defect on the electronic ticket machine (depending on location)
- ensuring that the vehicle is clean and tidy before starting service.
- To comply with the laws and company regulations regarding the use of mobile phones, smoking in company vehicles and the use of prohibited equipment (such as games consoles) whilst on duty.
- To be responsible for the health, safety, security, welfare, environmental and fire safety arrangements for yourself, customers, and colleagues.
- This must include attendance at safety briefings and training as required.
- To ensure all safety accidents/incidents are reported using the company's reporting procedure.
- To ensure a full understanding of emergency and evacuation plans.
- To ensure your bus cab area is always kept in a safe and tidy condition
- To always provide a high standard of customer service
- To always provide a high standard of customer service.
- To give customers on the bus any information that may help them during their journey. Examples would be informing customers of road closures and diversions.
- To always behave in a friendly and professional way to customers and colleagues.
- To recognize and assist with the additional needs of children and vulnerable adults, the elderly, infirm or disabled.
- To drive the Company's vehicles in a safe, legal, and professional way.
- To drive to the set timetable, not running early or late, when it is safe to do so.

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- To keep up to date with road closures, diversions or special events which may affect the service. This is done by reading notices, attending briefings, listening to instructions of your supervisors.
- To ensure that a valid driving licence and Person PCO Licence is held at all times and is available for inspection by a member on staff of the Company.

A driver must ensure that:

- their Drivers licence and person PCO licence is in date and valid for the vehicle type they are driving.
- their licence has the required medical renewals up to date.
- any change to the licence which may affect their entitlement to drive is communicated to their line manager (e.g., Sickness, injury or conviction)
- their licence is made available for inspection in every 6-month period.
- To report for work at the correct time and location with the correct equipment.
- To ensure that the company dress code is correctly always observed when on duty.
- Not to report for work when overtired or under the influence of alcohol or drugs (see Company policy for further details).
- To ensure that the relevant notification procedures are followed in the event of absence from work.
- To report all safety, security, driving and customer service incidents to the line manager as soon as possible.
- To report all incidents on the road, likely to affect the service as soon as it is safe to do so. Examples would be road closures, accidents, emergencies, and highway repairs.
- To report for work at the correct time and location with the correct equipment.
- To ensure that the company dress code is correctly always observed when on duty.
- Not to report for work when overtired or under the influence of alcohol or drugs (see Company policy for further details).
- To ensure that the relevant notification procedures are followed in the event of absence from work.
- To take part in a yearly appraisal.
- To feedback ideas about how services can be improved to their line manager.
- To always ensure adherence to all HATS policies and procedures.
- To undertake any reasonable request made by the Company.

Thursday 25th July 2024

Supported Volunteer Officer

Locations	London Zoo
Advertising Salary	£31,500 per annum (pro rata)
Vacancy Type	Fixed Term
Contract length	3 years
End Date	04 Aug 2024

The Supported Volunteer Officer at ZSL London Zoo will play a key role in supporting ZSL's purpose to inspire, inform and empower people to stop wild animals from going extinct. The postholder will achieve this through supporting the organisation and delivery of a wide range of activities within our Supported Volunteer Scheme and community programmes.

Key responsibilities:

- To work with zoo team leaders, to identify and plan tasks which provide a broad range of work experience for the Supported Volunteers to become competent in both work and related skills, whilst being embedded into annual maintenance / operational plans.
- To carry out detailed job matching of Supported Volunteers. Observing how individuals work, their capabilities and decide of adjustment to our ways of working needs modifying to enable them greater independence.
- To attend meetings with agencies, Local Authority and Families ref Supported Volunteers and general business.
- Create or purchase materials and tools to enable maximum independence of working.
- To incorporate training and upskilling into all work delivered by our teams.
- To analyse and use, if appropriate, company training opportunities and the support of the workers according to individual needs.
- Administration to include:
 - Enquiries
 - Communication with internal & external stakeholders/customers
 - Creating rota's & schedules

ABOUT YOU

This is an exciting opportunity to join our Community Team and scale up our Supported Volunteer Scheme. We are looking for somebody who is enthusiastic about increasing employment opportunities for adults with learning disabilities and difficulties. You will need to enjoy working outdoors and be confident in proactively engaging with a variety of audiences effectively.

You will have the ability to coordinate groups, and organise daily workplans in a flexible and calm manner. and be comfortable & confident meeting external partners and working with internal colleagues, to develop the work programme and associated processes.

Person specifications:

- Experience of working with people with learning disabilities or neurodivergent.
- Comfortable & confident meeting external partners and prompting internal colleagues for their contribution
- Experience of working in horticultural, or similar hands on roles.
- Experience in delivering presentations/talks/events to a range of different audiences.
- Able to ascertain the needs of their audience and adapt their delivery of a programme accordingly.

This post requires occasional work during evenings and monthly basis for weekends.

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Sales Assistant Chalk Farm Part Time

Posting date:	25 July 2024
Salary:	£12.56 to £12.56 per hour
Hours:	Part time 15hrs per week
Closing date:	24 August 2024
Location:	NW1 8AJ
Remote working:	On-site only
Company:	Harvey & Thompson
Job type:	Permanent

Summary

Work in a team who love what they do and help make H&T a leading retailer and first choice for Financial Services, while supporting your local community.

Enjoy a culture that encourages its colleagues, embraces diversity and supports its local communities. Plus, 25% discount on jewellery and watches.

*The chance to earn up to £2k discretionary bonus over each year pro rated.

ABOUT US – MORE THAN MEETS THE EYE

Pawnbroking may not be at the top of everyone's list for their next career move. But perceptions can be deceiving and there's a lot more to us than meets the eye.

We've been around for a long time (over 125 years) and have built a reputation as a community based financial services provider. In fact, we are the largest pawnbroker in the UK. We're also a major high street retailer with a presence in over 270 high streets and are growing our e-commerce and social commerce focus.

We offer exciting challenges and the ability to build your career in a supportive environment that encourages growth and embraces diverse thinking.

ABOUT YOU

You will:

- Have excellent communication skills and be fluent in English.
- Enjoy working in a busy environment and be keen to progress.
- Be passionate about great customer service.
- Be flexible – Saturday working will be required.

If you are multilingual this is an added bonus but not a requirement

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Playworker

Salary: £15,270 - £16,474 (£13.79 per hour unqualified, £14.88 per hour qualified)

Hours: Part time: 17.5 hours per week during term time (41 weeks per annum) plus 35 hours per week during school holidays (11 weeks)

Closing date: 15 August 2024

Location: Camden Town, NW1

Remote working: On-site only

Company: PACE

Job type: Permanent

Summary

Help us plan and deliver high-quality, inclusive play services at our Fairfield and Fortune Green Playcentres. If you are passionate about supporting the wellbeing of children and delivering exceptional play experiences, this could be the role for you!

Location: Multiple opportunities are Fortune Green Playcentre (NW6) & Fairfield (NW1)

What to expect in this role

Day-to-day, you'll help plan and deliver socially inclusive, fun and educational play services that promote children's participation, well-being and happiness. You will also make sure children can explore a wide range of positive activities and develop friendships.

Activities include arts and crafts, sports, field trips, simple cooking, educational activities, and imaginative play. You will also inspect play equipment, implement safeguarding and safety policies, support children with personal needs, administer medication and other duties as required.

As part of this role, you will work from 3:00pm to 6:30pm on weekdays during term time at our After School Club. During the School Holidays, you will have a 7-hour shift between 8am and 6pm.

The person we are looking for

We are looking for enthusiastic, flexible people with experience working with children and young people in an inclusive setting. If you are creative, a team player and an effective communicator, we'd love to hear from you.

Thursday 25th July 2024

Short Breaks Worker

Hourly Rate: £14.79- £15.88 per hour

Hours: 10:45am to 3:15pm every Saturday during term time (choice of 9, 18 or 36 week contract) Reporting To: Short Breaks Manager

Location: Fortune Green Playcentre, West Hampstead - Sessions will be delivered in Fortune Green and some Offsite trips in local community. Training: Candidates will be given a full induction and relevant training

We have an exciting opportunity for flexible weekend work at our Short Breaks Service in Fortune Green. If you have experience of delivering inclusive services to children and young people with disabilities and are passionate about inclusive play services for all children, this could be the perfect role for you.

What to expect in this role:

In this role, you will support young people aged 12 to 18 who have special educational needs and disabilities (SEND). You will pick up and drop off participants from their homes and assist in the delivery of fun, physical activity-based sessions at Fortune Green Playcentre and in the local community.

The person we are looking for:

To succeed in this role, you will be a patient, flexible person with a child-centred attitude. You will have experience working with children with complex learning, emotional, behavioural and communication difficulties and those with autistic spectrum disorder and providing services to people with challenging behaviours. Additionally, you will have completed training related to supporting children with special educational needs and disabilities.

About PACE:

We are a local, grass-roots charity providing high quality, inclusive play services in Camden to children aged 2 -18 years.

Our team is what makes our work possible, and we look for passionate, experienced team members to ensure we deliver exceptional services to our community. In return, we offer our team an extensive package of benefits including:

the London Living Wage,

5% contribution to your pension

flexible leave arrangements,

ongoing professional development and training,

Cycle to Work Scheme employee assistance programme.

We are committed to Equality, Diversity and Inclusion, and recruit team members in line with our policy statement on Equal Opportunities and Human Rights.

Thursday 25th July 2024

Team Member

Salary information: Minimum wage

Hours: Full time

Closing date: 17 August 2024

Location: London, NW1 7JE

Company: Mitchells & Butlers PLC

Job type: Permanent

No CV to hand? No problem! We've made our application process mobile friendly and removed the need for a CV. Our form takes 2 minutes to complete and tells us all we need about you!

As a Team Member at the Lyttelton Arms, you will become a master of all trades. You'll offer a warm welcome and excellent service in our restaurants and with support and training from us, you'll be able to help out in the kitchen and on the bar too!

Join us at Castle Pubs, where each one of our pubs has its own story to tell. Think distinctive pubs packed with individuality, like minded regulars and a unique atmosphere. If you've got pints of personality, we want to hear from you.

WHAT'S IN IT FOR ME?

- Flexible shifts - to fit around you.
- Love dining out? You'll love it even more with a massive 33% discount across all our brands. Whether its date night at Miller & Carter, a family roast at Toby Carvery or socialising with friends in the city at All Bar One, we've got you covered.
- 20% discount off all of our brands for friends and family.
- Earned Wage Access – no more waiting for payday, you can access your earned pay when you need it.
- Team Socials – work hard, play hard!

On top of this, as part of Mitchells & Butlers you will receive a pension; 28 days paid holiday; high-street shopping discounts; and we even give you free shares! There's also a free employee helpline- to support you with whatever life throws at you.

WHAT WILL I BE DOING? AS A TEAM MEMBER YOU'LL...

- Greet, serve and look after our guests ensuring they can't wait to come back.
- Maintain the highest standards of cleanliness and safety.
- Support the kitchen preparing, cooking and presenting food.

Work with our team to create a friendly atmosphere our guests will love.

Thursday 25th July 2024

Support Worker

Salary: £11.73ph

Hours: Full time

Closing date: 23 August 2024

Location: Willesden, Greater London, NW6 7AS

Company: Voyage Care

Job type: Permanent

Shifts: 7am-2pm, 2pm-9pm, 9pm-7am

Join Voyage Care and Feel Valued, we reward your dedication with:
Enhanced evening and weekend pay at an additional 50p per hour (Ts & Cs apply)
Premium overtime rates at an additional £1 per hour (Ts & Cs apply)
Wagestream giving you the flexibility to draw upon up to 40% of your pay, as it is earned.
Funded Blue Light Card hundreds of discounts at high street retailers etc.
24/7/365 doctor line for our colleagues and their families
Access to cash plans for our colleagues, which also covers their families
Enhanced retirement leave
Long service awards

We're on the hunt for genuinely caring, hands-on Support Workers with a passion for enhancing the quality of life of the people we support. As a support worker with us you'll be helping people to gain more independence in their daily lives, whilst working within a dynamic team to support a fantastic group of people!

Our residential service in Willesden is a welcoming and friendly environment and you can be sure that no two days will be the same! You'll be enhancing the lives of the people we support by teaching them new life skills, assisting with personal care, encouraging them to access their local communities, socialising and doing lots of activities. One day you could be out with the people we support in local bars and pubs, the next you could be unwinding with them playing video games, watching films or going to the cinema.

This is an amazing role for someone who is looking to really make a difference to someone's life and to help them grow in confidence and independence so that they meet their goals, whether this be making dinner by themselves or going on holiday.

Thursday 25th July 2024

Administrator

Salary information: £14p/h, Recognition, Incentives and Awards

Hours: Full time

Closing date: 08 August 2024

Location: W1J 9HP

Company: Hotelcare

Job type: Permanent

Hotelcare, are the country's leading hotel support services company and we have an exciting opportunity for a permanent term contract Administrator to join us in our team. We provide big brands hotel names as well as boutique hotels with top rated room attendant service. Hotelcare's commitment is to provide a professional service, carried out by thoroughly trained staff ensuring hotel guests receive an excellent level of care and enjoy their stay whilst adhering to strict budgets and meeting hotel management expectations.

Key Responsibilities

- First point of contact for all internal/external queries (email, phone and internal ticketing system)
- Maintaining personal records
- Use of systems for onboarding of new candidates
- General administration and employee data management
- Working closely with the Payroll and Risk department as well as on site teams
- Monitoring, measuring and reporting on matters within agreed formats and timescales
- Conduct Health and Safety training
- Supporting the wider team

Key Requirements

- High level of attention to detail
- Proactivity and ability to work independently
- Previous experience working as an Administrator would be an advantage
- Basic understanding of data management

Thursday 25th July 2024

Residential Concierge Front of House

Day and Night roles London

Location City of London

Salary £26000 - £30000 per

Job Type Permanent

We are always looking for the best talent and have exciting opportunities for experienced Day & Night Concierge's to join the front of house at residential developments across London.

The right candidate will be customer focused providing a welcoming, courteous and polite reception to all residents and visitors, maintaining the high standards of the residential development at all times. Outstanding communication skills, both written and verbal, proactive, able to interact effectively with residents and visitors.

Main duties and responsibilities:

- To meet and greet all residents, visitors, contractors in a 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, responding to queries efficiently and positively.
- To receive, log and manage parcels, packages, keys (and other logged items) to residents when they come to collect from the reception.
- Monitoring of the security system & monitoring the CCTV system.
- Ensuring and maintaining cleanliness of the common area at the building.
- To maintain the resident details on the database providing details to new residents, welcoming and outlining site procedures and services.
- Assisting estate agents and prospective tenants in viewing the properties.
- Overseeing the move-in and move-out of tenancies.
- To programme door entry fobs, key cards.
- To perform weekly fire alarm, lift alarm and other regulatory tests and inspections, resolving and reporting any issues.
- To perform frequent site inspections and patrols reporting any issues found and taking a proactive and solution orientated approach to temporarily fixing any of issues that may pose a health and safety risk to residents and others.
- Reporting any maintenance/repair issues and assisting the property manager by coordinating with the maintenance contractors for repairs and maintenance.

The ideal candidate will have:

- Experience as a porter/concierge/receptionist/front of house team member.
- Experience in delivering exceptional customer service.
- Awareness of general fire, health & safety and security.
- Well-spoken with good personal presentation.
- Have a reliable, professional and can-do attitude.

Unfortunately, if you have not heard back from us within two weeks it is unlikely that you have been successful on this occasion.

Thursday 25th July 2024

Payroll Officer

Salary information: £29460.00 - £31909.00 a year

Hours: Full time

Closing date: 07 August 2024

Location: Kilburn, NW6 5FA

Company: NHS Jobs

Job type: Contract

Please review the attached JD for full information on the role. To interpret and implement under guidance Whitley Council, Agenda for change and Local terms and conditions of service. To advise and assist managers on any financial matters involving payroll such as overpayments, changes in hours etc. The post holder must ensure that all staff have a P.45 when they leave and that every financial year all staff receive a P.60 and to be able to explain the importance of these forms. To provide assistance and advice to staff on a daily basis on delicate issues effecting pay including late payments etc To be able to reassure any member of staff that there payroll query has been answered fully and correctly and in a clear precise manner. To be able to identify and investigate any errors or problems on the payroll such as complex pay queries encompassing Tax and overpayments and to have the ability to be able to resolve these issues. To have the technical skills of speed and accuracy to be able to work to very strict deadlines. To be responsible for the input of all absence data enabling the creation of a database that is used by the Human Resources department. To ensure that all the positive returns and bank nurse time sheets on their section are correctly completed and authorised. To monitor bank nurse time sheets ensuring that nurses are not working over and above the recommended hours of duty under the working time directive and that there are no fraudulent claims, to liaise with the bank nurse manager on a daily basis on these issues. To organise their own workloads within deadlines and have the ability to prioritise all work. To maintain and keep up to date medical certificates for all staff. To reply to letters on a daily basis on issues effecting pay i.e. Queries from the Inland Revenue, Mortgage queries from financial institutions and staff transfer forms from other NHS Trusts. To maintain all staff records and personal files for Trust employees. To assist in providing cover in the absence of colleagues or in covering vacant positions. To be conversant with all aspects of the Trusts payroll system To be in continual contact with all managers and Human Resource officers on the strict cut off dates for payroll. To ensure the continuation of pay. To be Responsible for assisting the senior payroll clerk in the training of any new to the NHS grade four pay clerks. To advise the Human Resources department of any staff going onto half pay or no pay due to sickness. To be able to use software packages such as Word and Excel. To have the ability to produce sick pay reports for management. To be able to highlight to the deputy payroll manager system or procedural problems. To undertake other such reasonable duties as required by the Payroll Manger or his/her nominated deputy.

Thursday 25th July 2024

Customer Experience Team Member -

Location: Piccadilly Theatre
Employer: ATG Entertainment
Category: Box Office
Front of House & Customer Services
Theatre
Job Type: Contract
Salary and Benefits: £11.62 or £11.85 depending on contract choice
Expiration Date and Time: 26/08/2024 15:41

Customer Experience Team Member

ATG Entertainment is proud to stand at the forefront of the live entertainment industry. Our expertise and capabilities enable producers and other creatives to bring their visions to life and create unforgettable performances for audiences, presented in our landmark venues and delivered with exceptional hospitality. It is the passion of our teams, that cover every discipline across the live entertainment industry, that underpins our continuing strategic growth and success.

We own, operate or programme some of the world's most iconic venues; ATG Entertainment manages 64 venues across Britain, the US and Germany.

We are the world leader in theatre ticketing; We process more than 18 million tickets every year for hit musicals, acclaimed plays, concerts, comedy shows and a variety of other live events across the UK, US, and Germany.

We present the world's best live entertainment in our venues; working alongside the world's leading producers and creative artists, our venues present an extraordinarily diverse range of top-quality entertainment.

We produce award-winning shows; our in-house production team, ATG Productions, are dedicated to producing critically acclaimed, commercially successful and creatively ambitious work for the West End, Broadway, Continental Europe and beyond.

People are at the heart of our success. We are passionate about bringing great live experiences to the widest possible audience; about giving the world's best creative talent the stage it deserves; and about providing our people and partners with opportunities to realise their full potential.

We are a Disability Confident Committed Employer, which means that we are taking action to ensure that people with disabilities and long-term health conditions feel supported, engaged and able to fulfil their potential in the workplace. We will offer an interview or recruitment event to disabled candidates who tell us they wish to participate in the scheme and who demonstrate in their application that they best meet the essential criteria for the role. Where we receive more applications than we are reasonably able to interview for any given role, we will retain applications for the next available interview opportunity wherever possible.

Thursday 25th July 2024

Harrow Road Champions Project Leader

Hours: Full time (35 hours per week) flexible or part time hours will be considered

Salary: £29 to £32k per annum depending on skills and experience

Contract type: Fixed term 1 year contract with potential to extend

Reports to: Health and Communities Programme Manager

Location: TBC – desk space in Harrow Road ward with regular outreach in the community
We are looking for a friendly person with outstanding relationship building and organisational skills, a passion for health and wellbeing and for supporting and empowering others to run our Community and Maternity Champions project in Harrow Road ward.

Working with volunteers

Maintain a team of 20 Community and Maternity Champion volunteers including ongoing recruitment and induction as needed. Effectively manage, support and empower volunteers to achieve their personal goals and the goals of the project through 1:1s, team meetings and day to day contacts, in line with the PDT Volunteering policy Use leadership and interpersonal skills to inspire and motivate the Champions, to help them work well as a team and take ownership of Champion activities

Project Delivery

Manage project delivery to meet public health priorities and the needs and interests of the Champions, including community research, events, regular activities and public health campaigns. Use creative and innovative methods to engage hard to reach communities and promote health and wellbeing. Maintain a high level of understanding of key public health issues, resources, services and referral pathways and arrange and deliver training to support Champions to share key public health messages and signpost to services. Work with partner organisations including VSO partners within Harrow Road ward, the Council's Public Health, Communities and other depts, Integrated Neighbourhood Teams, GPs, Social Prescribers and other connectors to maximise the impact of the Champions and foster good working relationships between volunteers and local organisations and build the reputation of the Champions project in the local community. Work as a key partner within the North Paddington Programme: The North Paddington Programme | Westminster City Council
Ensure that the project is delivered in line with PDT policies including adult and child safeguarding, volunteering, health and safety, data protection and equality and diversity Work in partnership with other PDT projects, particularly other Champions projects to ensure shared learning and consistent quality across the team.

Monitoring, Reporting and Budgets

Effectively manage petty cash and maintain records of expenditure and support Programme Manager to manage the project budget Capture case studies and news and publicise to residents and stakeholders via the PDT website, Champions newsletters and social media Monitor, capture and record outputs on the online WISH database, complete quarterly monitoring reports to Bi-Borough Public Health, supported by the Programme Manager and ensure internal databases are kept up to date. Undertake any other duties as directed by the Programme Manager Be willing and able to work occasional evenings or weekends This role is based in a team that is geographically dispersed and so is suited to someone that is able to work independently.

Thursday 25th July 2024

Cleaner

Salary information: £8.60 - £12.62

Hours: 25

Closing date: 10 August 2024

Location: Marylebone, W1U 1BF

Company: PizzaExpress Restaurants Ltd

Job type: Permanent

No experience required.

What you'll be doing:

- Run the pot wash, clean crockery and glassware and restock
- Clean floors and bathrooms
- Working in a dynamic and energetic environment

Benefits:

- Free Food on shift
- 50% off food and drink when you're not working
- Wagestream gives you access to up to 40% of your earned wages before payday
- Wellbeing Support for you and your family
- Referral Bonus of £400 for referring pizza chefs and £1000 for referring managers
- Holiday Pay
- Pension & Life Assurance
- Pay Rates: under 21s earn £8.60 per hour. 21 and over earn £11.44 per hour
- Plus Tips - You'll receive tips/Tronc*, with a 70:30 split between waiting and non-waiting teams, on top of your wages
- Learning and Development Opportunities to invest in you

You'll be the heart of our team, making sure that everything in our Pizzeria is spotless and restocked. You'll create the perfect atmosphere in which our customers can have enlivening experiences and enjoy our famous pizza. Just be yourself and we will bring the best out of you.