



Fight for Peace International

Job title: Receptionist

Location: Fight for Peace Academy. Woodman Street. London, E16 2LS

Hours: 25 hours per week (evenings only)

Salary: £13.85 per hour

Deadline: 5pm on Friday, 22 November 2024

Background and context: At Fight for Peace we support young people to reach their full potential. Born in Rio de Janeiro, Brazil, we have been operating since 2000 and have impacted the lives of thousands of young people at our Academy in east London, and via a national and international network of partners who are trained in our approach. We focus on marginalised communities because typically this is where the need for our work is greatest, and where we can have the biggest impact. Our work covers three complementary strategic areas to ensure that we can maximise our reach and impact Academy, Alliance and Collectives.

We work directly with young people at our Academy, developing their potential using a Five Pillars methodology which combines combat sports, education, employability, youth leadership and support services. Via our Alliance, we exchange skills, knowledge and support with over 120 community-based partners around the world to strengthen youth programmes and enable us to maximise our influence and reach. And through our Collectives in east London and Jamaica, we bring together services, decision-makers and stakeholders to strengthen youth services across communities and find solutions for complex issues affecting young people.

Job overview: We are seeking a friendly, professional, and organised Receptionist to be the first point of contact for members, visitors and callers at the Fight for Peace Academy. The ideal candidate will have excellent communication and multitasking skills, a positive attitude, a strong attention to detail and a passion for working with young people. As a receptionist, you will manage the front desk and provide administrative support to ensure the smooth running of the Academy.

You will:

- Warmly greet and welcome members and visitors in a professional and friendly manner.
- Ensure the security of the premises and conduct end-of-day building checks to verify that all equipment is turned off and the facility is secure before leaving.
- Manage and maintain the member and guest register and recording activities in our member database.
- Ensure all visitors sign in and comply with security procedures.
- Provide information to members and visitors about the organisation, activities and events.
- Maintain a tidy and presentable reception area.
- Handle incoming and outgoing mail, packages, and deliveries.
- Manage the Fight for Peace email account, providing information to the public, replying to enquiries and forwarding queries to relevant staff members.
- Coordinate with internal departments to facilitate communications.
- Support the administrative team with ad-hoc tasks and projects as needed.

Requirements

- Excellent verbal and written communication skills.
- Proficiency in MS Office (Word, Excel, etc).
- Strong organisational skills and ability to multitask.
- Professional attitude and appearance.
- Ability to handle sensitive information with confidentiality.
- Strong Young People orientation.

Desirable

- Experience as a receptionist or working in the charity/non-profit sector.
- Knowledge of customer relationship management (CRM) systems or database software.

How to apply

To apply, interested candidates should send their CV and a cover letter of no more than 2 pages to jobs@fightforpeace.net with the subject title '**RECEPTIONIST application**'. On receipt of your application, you will be sent an Equal Opportunities questionnaire to complete.

Our Commitment to Safeguarding, Equality and Inclusion:

Fight for Peace is committed to safeguarding the welfare of the children, young people and adults at risk that the organisation works with. We are committed to equality and inclusive practice. Fight for Peace actively promotes equality of opportunity for all and welcomes applications from a wide range of prospective employees and participants, including those with relevant lived experience, a history of offending or with criminal records.

Fight for Peace will only ask an individual to provide details of sensitive information, including convictions and cautions, that it is legally entitled to know about. Most of our staff and volunteers will be in Positions of Trust and a Disclosure and Barring Service (DBS) check must be completed by anyone who meets the government's definition of 'Regulated Activity' or 'Regular Activity' within our activities and services. We do not want this to be a barrier to those who have the potential to add great value to the work we do.

All information disclosed for the purposes of employment will be used for the sole purpose of assessing whether an individual is suitable and appropriate to work with our members and/or if any specific arrangements around supervision and support might be required. All information gathered as part of our recruitment processes will be treated sensitively and equitably, with confidentiality strictly maintained.

Right to work in the UK essential.