



Core Project information

Title	Data and Evaluation Project Officer	Remuneration	Unpaid, travel expenses covered
Working hours per week	Ideally Monday and Tuesdays over 6 weeks over 6 weeks	Appointment period	2 days per week over 6 weeks from w/c 18 TH June
Reports to	Community Engagement Manager	Location	Jack Dash House, 2 Lawn House Close, E14 9YQ

Project purpose (*Why does the project exist? What is it there to achieve or deliver?*)

EECF connects business and individuals with the grassroots organisations that are making a difference to lives here in our neighbourhood: London’s East End

With the knowledge and motivation that comes from being rooted here, we are uniquely placed to help donors get closer to the causes that matter to them and help driven community groups get the support they need to achieve more - whether that's money, skills or time. <http://www.eastendcf.org/>

EAST END COMMUNITY FOUNDATION: THE EXCHANGE PROJECT

The Exchange Project recycles nearly new baby goods that would otherwise be thrown away, making a constant supply of children’s clothing and equipment available for families on low incomes.

Responsibilities

- Visiting community projects
- Contact local residents to establish and collate a new members list
- Survey current Exchange members
- Map out the conceptual design for a planned database
- Creating a new process of collating data.

EAST END COMMUNITY FOUNDATION: THE JOB SHOP

Our Job Shop provides free support for local residents to help them find work, assist them with skills to get back into work or find an employment-related training course.

Responsibilities

- Visit community projects
- Research the demographics of the local community
- Report on the Job shop data and analyse against local statistics
- Create a report with findings

Project Skill Requirements (*work experience, qualifications, specialist training, key skills, disposition*)

	Requirements	Essential/ Desirable
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Qualifications	To be a current undergraduate / postgraduate student at Queen Mary or a 2018 graduate	E
Competency based skills	<ol style="list-style-type: none"> 1. Communication skills - the ability to pass on information to others through a variety of means, adapting communication style to suit people's needs and abilities. 2. Proactivity and use of initiative - the ability to act in advance, plan and carry out duties in a forward-thinking manner. 3. IT skills - ability to use Microsoft Office package, particularly Word and Excel 4. An understanding of community work - a genuine interest in working with and for the local community with an understanding of local needs 5. Database - design and create database of users 6. Research - research community demographics 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

Responsibilities of the Role

East End Community Foundation is looking for a committed individual to lead on this project restructure. You will support the charity to develop new processes and structure on best ways to deliver both projects.

Over the course of the work there may be opportunities to get involved in other aspects of EECF's work which may include:

- Visiting the two projects and meeting staff/volunteers currently using the service
- Conduct a review of one of our projects processes and documents and make clear recommendations on changes or potential improvements
- Support the community engagement team in providing information, advice, guidance and funding to the voluntary and community sector in the East End.

We are looking for someone who can demonstrate strong administrative and organisational skills along with computer literacy (Microsoft Office). The successful candidate will ideally understand the needs and political context of East London (particularly Tower Hamlets, Hackney and Newham)

EECF is a small busy team and we are looking for the Project Leader to show an interest and commitment to our work, be a good team player and be able to work on their own initiative. We rely on good communication throughout our team and we're looking for someone with a creative approach to designing/building databases and a willingness to put forward ideas to contribute to our future plans.

This is an excellent opportunity for a student to gain solid experience and develop their skills within a charitable environment. Joining a small, committed team, you can expect to gain experience and an understanding of all areas of our work.

Projects with a range of charitable organisations are coordinated for Queen Mary students and graduates by QM Careers.

To apply for this role visit: <https://qmul.onlinesurveys.ac.uk/qprojects-summer-2018-application-form-2>

Interviews will take place on the morning of Wednesday 13th June 2018.





QM Projects supports the QM Graduate Attributes Framework