

BOOST

PART OF

The Barnet
Group

PERSON CENTRED

Job Bulletin



w/c 01.12.2025

What is BOOST?

BOOST is Barnet Councils dedicated employment support service that helps Barnet residents get into employment, education, and training.

Whether you're looking for your first job, a career change, or opportunities to upskill, BOOST offers free, tailored support to help you reach your goals.



What we offer for job seekers

- Job Search Support – CV building, interview practice, and job matching
- Training and Skills – Access to courses, qualifications, and workshops
- Employment Opportunities – Links with local employers and live vacancies
- One to One Advice – Tailored guidance to move you closer to work



What we offer for employers and partners

- Recruit Local Talent – Job matching and vacancy promotion
- Upskill Residents – Through training and accredited courses
- Building Partnerships – Creating opportunities across Barnet
- Screening and Preparing Candidates – CVs are reviewed before being put forward, and candidates receive interview preparation



Who do we help?

- People that live or study in Barnet
- Those aged 18+
- Individuals who have the legal right to work in the UK



What we don't offer

- Council Tax support or advice
- Immigration or legal services
- Direct financial aid (though we may signpost to relevant services)
- Long-term case management for complex needs (we can refer to appropriate services)

Job Title:	STEP Programme Manager
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Location:	Hybrid	Date:	26.11.2025
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Type of role (please tick):	<input checked="" type="checkbox"/> Work Experience	<input type="checkbox"/> Apprentice	<input checked="" type="checkbox"/> Employee	X
Number of positions available:	1			
Number of hours per week:	35			
Start time:	9AM	Finish time:	5:30PM	
Salary:	£45,000	Start date:	ASAP	

Job Description	
<p>Programme Management, Delivery & Strategy:</p> <ul style="list-style-type: none"> • Lead the strategic planning and day-to-day management of the STEP In-Person Programme, ensuring delivery is high quality, consistent, and aligned with grant, organisational, and compliance requirements • Oversee programme performance and impact, analysing CRM and non-CRM data to monitor trends, identify risks, and maintain timely reporting to funders and senior leadership • Hold responsibility for the programme’s Monitoring, Evaluation and Learning (MEL) cycle, including oversight of feedback tools, interpretation of findings, and embedding learning into programme improvements 	
<p>Finance, Compliance & Contracts:</p> <ul style="list-style-type: none"> • Manage programme budgets in collaboration with the UK Programmes Management Team and the Finance Team, including forecasting, expenditure tracking, and financial risk management • Oversee the review and approval of delivery partner financial reports and grant payment transfers • Lead on contract development, negotiation, and oversight with delivery and activity partners, ensuring agreements reflect programme requirements, safeguarding standards, and organisational policies 	
<p>People Management & Leadership:</p> <ul style="list-style-type: none"> • Provide line management to the STEP Programme Officer and other programme staff as required (currently one remote STEP Employment Advisor), supporting with effective supervision, workload management, and professional development • Build the capacity programme and partner staff through training, coaching, and tailored support • Foster a collaborative, supportive working culture across the UK Programmes team and STEP network 	

Person Specification

Education and Qualifications:

Essential:

- Educated to degree level or equivalent experience (can be international)

Desirable:

- Project or programme management training (e.g., PMD Pro, Prince2, Agile)
- Training in MEL, safeguarding, or data management

Knowledge and Experience:

Essential:

- Experience managing programmes, ideally within employment, education or refugee support sectors
- Experience managing external partnerships, contracts, or delivery organisations
- Experience supervising or line managing staff or volunteers
- Experience developing or improving programme resources, tools, systems, or processes
- Experience leading in Monitoring, Evaluation & Learning (MEL), including analysing data and applying findings
- Experience managing programme finance (e.g., budgets, forecasting, payments, financial reporting)

Desirable:

- Experience working with people from refugee or migrant backgrounds
- Experience contributing to bid writing or new programme development

Skills and Abilities

Essential:

- Strong programme management skills, including planning, risk management and prioritisation
- Excellent relationship - building and partnership - management skills
- Strong data handling and analysis skills (Excel, dashboards, reporting)
- Confident using CRM systems and digital tools to support programme delivery
- Clear and professional written and verbal communication skills
- Ability to provide constructive support, guidance and supervision to staff
- Proactive, solutions - focused approach with the ability to work independently

Job Title:	Finance Manager
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Location:	North London Business Hub	Date:	24.11.2025
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Type of role (please tick):	<input checked="" type="checkbox"/> Work Experience	<input type="checkbox"/> Apprentice	<input checked="" type="checkbox"/> Employee	X
Number of positions available:	1			
Number of hours per week:	28			
Start time:	N/A	Finish time:	N/A	
Salary:	£44,400- £52,400	Start date:	February/March	

Job Description
<p>This role is responsible for the financial health and fiscal integrity of the organisation. This critical role encompasses the management of all financial operations, including budgeting, forecasting, grant and contract financial management, financial reporting, compliance, and internal controls specifically tailored to meet the needs of a not-for-profit company. This role is part of the senior management team, working to ensure financial strategies support the organisation’s mission.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Preparation of monthly Management Accounts with commentary; presenting them quarterly to the Board and regularly to the Property and Finance Sub Committee. • Preparation of Annual budget. • Preparation of Year End accounts and schedules for the auditors. • Manage the audit process and act as main contact for the annual external audit. • Minute taking at Board meetings. • Review systems and procedures to ensure the efficient and effective management of company’s finances. • Creation of ad hoc financial reports when required. • Preparation of payroll in the Iris system and VAT returns. • Oversee credit control systems in all aspects of the company. • Maintain a fixed asset register and verify the assets. • Undertake annual and periodic review of expenditure to obtain savings where possible. • Preparation of quarterly financial claims and preparation for programme audit visits/enquiries. • Assistance with procurement exercises and monitoring contractors’ expenditure thresholds. • Oversee the financial aspects of the company’s investment property at Queensway. • Manage and mentor a Finance Assistant. • Evaluate and manage all financial software and systems to ensure efficiency and data security.

- Responsible for safekeeping of confidential financial information and periodic archiving of data.
- Maintain regular consistent and professional attendance, punctuality and personal appearance.
- Adhere to stated policies and procedures relating to Financial Procedures, Confidentiality, Data Protection/GDPR, Quality Management and Health and Safety.
- Understanding of and a commitment to Equal Opportunities.
- Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.
- Pursue personal development of skills and knowledge necessary for the effective performance of the role.
- Work as part of the Enterprise Enfield staff team and any other duties not specified here that are needed as part of the role.

Person Specification		
Requirement: E = Essential D = Desirable	E or D	A or I
Assessment via: A = Application I = Interview		
Experience & Qualifications		
CIMA, ACCA or ICAEW (consideration for very experienced non-qualified)	E	A
Experience of working as an accountant, with 3 years' experience working in a senior management role i.e. Management Accountant, Finance Manager	E	A&I
Experience of managing a team	E	A&I
Strong proficiency with Sage financial management software and advanced Microsoft Excel	E	A & I
Experience of working in the third sector / not-for-profit organisation and reporting to a Board	E	A&I
Knowledge		
Clear understanding of double entry bookkeeping	E	A & I
Preparation of returns to funding bodies	D	A
Understanding of VAT in a small business	E	A
Knowledge of the business support sector	D	A
Understanding of Equal Opportunities for colleagues and clients	E	I
Skills & Competencies		
Excellent numerical skills	E	I
Excellent report writing skills	E	I
Excellent communication, interpersonal and presentation skills to effectively communicate financial information to non-financial colleagues	E	I
Comfortable working as part of a team and on your own when necessary	E	A&I
Ability to multitask	E	A
Ability to prioritise work and meet deadlines	E	A

Job Title:	Project Officer
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Location:	Hybrid, with regular London office working	Date:	21.11.2025
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Type of role (please tick):	Work Experience	<input type="checkbox"/>	Apprentice	<input type="checkbox"/>	Employee	<input checked="" type="checkbox"/>
Number of positions available:	1					
Number of hours per week:	30					
Start time:	9AM		Finish time:	5PM		
Salary:	£35,000 FTE		Start date:	ASAP		

Job Description
<p>We are seeking a highly organised and passionate Project Officer to help deliver and coordinate four of our key programmes:</p> <ul style="list-style-type: none"> • Driving Ahead – supporting care-experienced young people to learn to drive • Peer Lives – a new peer mentoring scheme co-designed with young people • Friends of Live Unlimited – our supporter engagement and fundraising community • Imagination Unlimited – providing care-experienced young people with items that spark creativity, joy, and personal growth <p>As our range of schemes evolve over time, the Project Officer will have an opportunity to work on new projects as they are developed.</p> <p>Key Responsibilities:</p> <p>Programme Delivery & Coordination</p> <ul style="list-style-type: none"> • Oversee the day-to-day running of Driving Ahead, Peer Lives, Imagination Unlimited, and Friends of Live Unlimited • Liaise with young people, mentors, delivery partners, and supporters • Coordinate logistics such as bookings, training sessions, item requests, and events • Maintain accurate records and track progress against targets <p>Engagement & Communication</p> <ul style="list-style-type: none"> • Build trusted relationships with care-experienced young people, ensuring their voices shape our work • Communicate clearly and compassionately with participants, partners, and supporters • Support the Friends of Live Unlimited programme by helping with newsletters, events, and donor engagement <p>Monitoring & Reporting</p> <ul style="list-style-type: none"> • Collect and input data for monitoring and evaluation • Prepare reports for funders and trustees • Contribute to impact stories and case studies

Working Arrangements:

- 4 days per week
- Ideally Tuesdays and Thursdays in the office (Colindale)
- The other two days can be remote and spread flexibly across the week
- Occasional evening or weekend work may be required for events or engagement activities

Please note an enhanced DBS check is required

Person Specification

Essential:

- Experience working with young people, ideally those with care experience or facing disadvantage
- Excellent organisational skills and attention to detail
- Strong communication and interpersonal skills
- Ability to work independently and manage multiple tasks
- Commitment to Live Unlimited's mission and values
- Experience in programme delivery or project coordination

Desirable:

- Lived experience of the care system
- Familiarity with safeguarding procedures

Job Title:	Freelance Fundraiser
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Location:	Hybrid, with regular London office working	Date:	21.11.2025
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Type of role (please tick):	Work Experience	<input type="checkbox"/>	Apprentice	<input type="checkbox"/>	Employee	<input checked="" type="checkbox"/>
Number of positions available:	1					
Number of hours per week:	2 days per week					
Start time:	N/A		Finish time:	N/A		
Salary:	£7,000 (6 months)		Start date:	ASAP		

Job Description	
<p>Live Unlimited is seeking a freelance fundraiser to help grow and diversify income across seven key fundraising pillars, with a particular focus on trusts and foundations. You'll work closely with the Chief Executive and play a vital role in securing funding that enables the charity to reach more care-experienced young people.</p>	
<p>Key Responsibilities:</p> <p>Trusts & Foundations</p> <ul style="list-style-type: none"> • Identify new funding opportunities • Draft high-quality funding applications • Maintain accurate records of applications, deadlines, and reporting requirements (including using our CRM) • Draft reports for funders and the Board of Trustees • Manage and nurture existing funder relationships <p>Corporate Fundraising</p> <ul style="list-style-type: none"> • Collaborate with the Chief Executive to identify and approach prospective corporate donors • Prepare compelling presentations and proposals <p>Other Fundraising Activities</p> <ul style="list-style-type: none"> • Contribute to community fundraising, events, and other income-generating initiatives • Ideal Experience <p>Working Arrangements</p> <ul style="list-style-type: none"> • 2 days per week • Ideally Tuesdays in the office (Colindale) • The second day can be remote and spread flexibly across the week 	

Person Specification

Essential:

- Excellent written communication skills
- Proven track record of securing income for small charities
- Strong relationship-building skills
- Organised, with strong attention to detail
- Ability to work independently and collaboratively with a small, passionate team
- Ability to research

Desirable:

- Experience with Beacon or similar CRM
- Knowledge of the care system or youth sector
- Experience with impact reporting or evaluation
- Experience with donor stewardship and cultivation
- Ability to tailor messaging for different audiences
- Familiarity with fundraising compliance and GDPR

Job Title:	Full Time Security Roles – Temp to Perm
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Development:	Brent Cross Town	Date:	17.11.2025
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Type of role (please tick):	Work Experience	<input type="checkbox"/>	Apprentice	<input type="checkbox"/>	Employee	<input checked="" type="checkbox"/>
Number of positions available:	Multiple					
Number of hours per week:	Relief (Day and Night)					
Start time:	N/A		Finish time:	N/A		
Salary:	£14 per hour		Start date:	ASAP		

Job Description
<p>Due to growth and expansion within our team, SecuriGroup are seeking a team of experienced Security Officers working within the Brent Cross, London, NW2 area, to demonstrate our values of Loyalty, Integrity and Professionalism while delivering a high standard of service.</p> <p>At SecuriGroup, we believe that the diversity of our workforce should reflect the community in which we serve.</p> <p>What You Will Be Doing:</p> <ul style="list-style-type: none"> • Always ensuring the highest levels of customer care • Greeting and interacting with visitors, service users and staff • Patrolling the Estate and ensuring all security protocols are being followed • De-escalating situations and dealing with any security related incidents • Promoting a health and safety culture • Ensuring incidents are recorded, accurately reported and escalated through appropriate channels • Preventing and detecting theft, antisocial behaviour and other crime

Person Specification
<p>What We Need From You:</p> <ul style="list-style-type: none"> • SIA Licence (CCTV and (DS or SG)) • Confident communication skills both verbal and written • Maintain highly professional standards • Highly self-motivated • Able to maintain an environment which is simultaneously safe, secure and welcoming. • First class customer service skills • Efficiency, professionalism and attention to detail. • Be fluent in spoken and written English • Standard keyboard skills and ability to communicate through various IT systems • To know and understand how to complete incident reports and the importance of gathering and preserving evidence as appropriate

Job Title:	Sales/Admin Assistant
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Location:	North Finchley	Date:	09.10.2025
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Type of role (please tick):	Work Experience	<input type="checkbox"/>	Apprentice	<input type="checkbox"/>	Employee	<input checked="" type="checkbox"/>
Number of positions available:	1					
Number of hours per week:	40					
Start time:	8AM	Finish time:	5PM			
Salary:	Minimum Wage	Start date:	ASAP			

Job Description	
<p>We are a carpet company based in North London, established for over 50 years, looking for a general trainee – no prior work experience is necessary. This is a terrific first job for someone who is career-minded. The right person can go far within our company.</p> <p>The job will involve helping out and receiving training in many aspects of our busy showroom, assisting the sales team with organising and tidying the showroom, labelling of carpets and remnants and helping with customers.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Answering phones • Filing • Sampling • Post • Potential to lead into sales and/or surveying. 	

Person Specification
<p>The successful applicant will be:</p> <ul style="list-style-type: none"> • Very presentable • Have excellent spoken and written English • Reliable • Punctual • Live locally to London N12 <p>Hours will be Monday to Friday, 8am to 5:00pm. Salary will start at minimum wage but with lots of potential for progression.</p>

Job Title:	Apprentice Groundworker Pipe Laying, Kerbing, Paving
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Development:	Brent Terrace	Date:	17.07.2025
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Type of role (please tick):	Work Experience	<input type="checkbox"/>	Apprentice	<input checked="" type="checkbox"/>	Employee	<input type="checkbox"/>
Number of positions available:	1					
Number of hours per week:	40					
Start time:	N/A		Finish time:	N/A		
Salary:	Apprentice Wage		Start date:	ASAP		

Job Description
<p>Main Purpose of the Role: To assist in preparing construction sites for building and infrastructure projects. The apprentice will gain skills in pipe laying, drainage, kerbing, paving, and general groundwork activities.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Support the installation of drainage and ducting systems (pipe laying). • Help with laying kerbs and paving slabs to required standards. • Follow setting out and levelling procedures. • Assist in excavation, backfilling and compaction. • Work safely around plant and machinery. • Keep the site clean and tidy. • Follow health and safety protocols. • Attend training or college as required.

Person Specification		
Criteria	Essential	Desirable
Age	18+ required to work unsupervised	
Qualifications	CSCS Card or willingness to obtain one	GCSE English & Maths Grade 3/D or above
Physical Requirements	Physically fit for manual work	Comfortable in all weather conditions
Interest in Role	Genuine interest in construction	Experience using tools
Personal Qualities	Reliable, punctual, team player	Good communicator
Transport	Able to get to site reliably	Transport if site is remote
Work Ethic	Positive and willing to learn	Desire to progress in the trade

Job Title:	Apprentice Shuttering Carpenter
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Development:	Brent Terrace	Date:	17.07.2025
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Type of role (please tick):	Work Experience	<input type="checkbox"/>	Apprentice	<input checked="" type="checkbox"/>	Employee	<input type="checkbox"/>
Number of positions available:	2					
Number of hours per week:	40					
Start time:	N/A		Finish time:	N/A		
Salary:	Apprentice Wage		Start date:	ASAP		

Job Description
<p>Main Purpose of the Role: To support the construction team in setting up and dismantling shuttering (formwork) used for concrete structures. The apprentice will learn how to read drawings, measure and cut materials, and safely construct forms for pouring concrete.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Assist in building and dismantling timber or metal formwork for concrete • Learn how to interpret technical drawings and site instructions • Use hand and power tools under supervision • Follow safe working practices at all times • Keep work areas clean and organised • Work as part of a team to meet project deadlines • Participate in regular health and safety briefings • Attend college or training sessions as required

Person Specification		
Criteria	Essential	Desirable
Age	18+ required to work unsupervised	
Qualifications	CSCS Card or willingness to obtain one	GCSE English & Maths Grade 3/D or above
Physical Requirements	Physically fit for manual work	Comfortable in all weather conditions
Interest in Role	Genuine interest in construction	Experience using tools
Personal Qualities	Reliable, punctual, team player	Good communicator
Transport	Able to get to site reliably	Transport if site is remote
Work Ethic	Positive and willing to learn	Desire to progress in the trade

Please note: All CVs must be submitted via a referral from a BOOST Advisor or one of our partner organisations (e.g. The Skills Centre, Jobcentre, Barnet & Southgate College) If you found this bulletin independently and do not have a referral, please complete the application form below to be considered.



<https://forms.office.com/e/Rs2mgzVPnL>