

PAPERWEIGHT NEXTGEN STUDENT COORDINATOR

BACKGROUND

The Paperweight Trust is the dedicated Jewish Community's Advice Centre, providing free, personalised guidance with compassion, expertise and direction. We provide hands-on support to individuals navigating complex life challenges – bringing clarity, relief and renewed hope, where there was once confusion or despair. Our services are confidential, impartial and free of charge.

Our professionally trained volunteer Caseworkers assist clients with a range of issues such as finance & debt; civil & family law; post-bereavement practical support; eldercare; welfare & benefits; bureaucracy & general administration.

Demand to our National Helpline is now rising among our community's youth. In direct response we're launching a ground-breaking project - **NEXTGEN** - taking Paperweight's solution-oriented services to all young people in the UK and recruiting and training young volunteer Caseworkers.

The **NEXTGEN Student Coordinator** is a new position working with the **National Services Coordinator** to research, shape and develop the project and help run it logistically. The **NEXTGEN** project is a long-term (initially 3-year) multi-layered undertaking with immense potential to make impactful and lasting change to the next generation, including:

- NEXTGEN** Bringing **Paperweight's free services** to students and young people aged 18-25.
- NEXTGEN** Developing **Paperlite+** in the provinces: training young volunteers to offer admin help and befriending to elderly and isolated individuals.
- NEXTGEN** Training a new **bespoke Caseworker stratum** of older students to help students just starting out.
- NEXTGEN** Investing in our young people with essential **Life and Money Skills** training courses.

DUTIES TO INCLUDE:

The **NEXTGEN Student Coordinator** will be involved in assisting the **National Services Coordinator** with:

- Preliminary research and forming focus groups to set the foundational aspects of this innovative project.
- Contacting UK Jewish student organisations e.g. UJS, UJC, JLGB, to generate connections.
- Promoting Paperweight's services to young people in need around the country.
- Recruiting young volunteers to offer peer support and to be Paperlite+ volunteers in London and around the UK.
- Contributing towards the creation of Money Management Courses for young people to teach financial foundations i.e. money and administrative skills for life.
- Social media promotion and exposure of **NEXTGEN** aims and objectives to young people around the UK.
- Helping to create innovative and appropriate advertising, programming and events appealing to young people.
- Researching and designing new Paperweight leaflets specifically for young people.
- Explaining to young volunteers the personal benefits and long-term advantages of volunteering with Paperweight, particularly for their future career prospects.
- Visiting different University sites around the country with the National Services Co-ordinator.
- Bringing **NEXTGEN** to life!



INDIVIDUAL'S QUALITIES:

We are looking for a young person who:

- Is enthusiastic and energy driven.
- Has a passion for, and enjoys, social action and making a difference in society.
- Likes interacting and communicating with a wide range of people.
- Possesses common sense, is proactive and motivated with an organisational bent.
- Can deal with vulnerable people with a demeanour of kindness and compassion, exhibiting a calm disposition.
- Someone who will always act within strict parameters of confidentiality and is happy to be trained in the guidelines of GDPR and Paperweight's ethos and values.
- Has good computer skills; has experience of CRM databases and open to receiving further training.
- Has excellent knowledge of, and expertise in, social media and loves to use different platforms understanding how to appeal to, and reach, young people in all walks of life within the UK.

TRAINING:

- Paperweight offers training and encourages skills development, as well as providing back-up within a support system of professional caring staff.

WORKING HOURS/OFFICE SPACE/REMUNERATION:

- The role will initially be between 6 - 8 hours per week.
- Timing is flexible and, rather than a set number of hours per day, hours worked will be led by the task in hand.
- There may be the occasional evening or weekend work.
- The job will be remote or office-based (London NW4, location) dependent upon the assignment.
- There may be the possibility of travelling to different universities around the country.
- Remuneration will be £5,000 per annum.

WHAT'S NEXT?

- If you are interested, please email recruitment@paperweight.org.uk for application form or click here
- If you would like any further information, or an informal chat, about this position, please email Andrea, andreasilverman@paperweight.org.uk
- This position is subject to safer recruitment, two satisfactory references and an enhanced DBS check.
- Closing Date for applications: Friday 1st August 2025.

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24th June 2025