

JOB DESCRIPTION

Schools' Events Coordinator

Context

Spark is a partnership between education, business and community organisations. Established in 1980, we support the preparation of young people for adult and working life, and relate this to the opportunities and needs within the local community and economy.

Our work helps to raise the achievement of all our young people in London Borough of Hounslow, improve their employability, develop their ability to play a positive role in the society they live in and contribute to the social and economic well-being of the whole community.

Spark! offers creative and innovative activities that use the context of work related experiences to introduce young people to learning about business and working practices, as well as the skills for work. The service is funded through a rolling Service Level Agreement with schools in Hounslow borough that is reviewed annually.

The post holder will work as part of the team at GSK House in Brentford. The post will ideally suit someone with experience of organising events and a self-motivated individual that enjoys being part of a small but effective team with the support of a wider organisation and an active board of trustees.

Job Details

Job title: Schools' Events Coordinator

Unit: School Services. Based at GlaxoSmithKline's Brentford HQ, but may be required on occasion to work at other sites

Line manager: Acting Head of School Services

Job purpose

- To undertake the administration of the Education Business Partnerships contracts to ensure the delivery of a timely and effective service, including assistance with employer engagement and encouraging existing supporters to take part in school events / projects.

Main responsibilities

	Approx. % of time
Duties may include:	100%
1. Providing administrative support for school based workshops and programmes.	
2. Recruit and retain business partners through termly mailshots and lead on engaging volunteers for projects	
3. To assist with facilitating at school events - meeting and	

<p>greeting volunteers and ensure smooth running of project</p> <ol style="list-style-type: none"> 4. To liaise with existing volunteers to keep them updated and actively encourage new employers to join us. 5. Using computer systems, including word processing, Sales Force, and excel to undertake accurate typing and data entry relating to, school work related learning programmes and events. 6. Ordering of stationery, resources and publications 7. To undertake the administrative arrangements and accurate recording of work related learning programmes and associated Health & Safety standards to ensure they meet agreed quality standards. 8. To handle telephone and written queries regarding EBP programmes and events from schools, colleges and employers 9. Contribute to the development and maintenance of the database of contacts. 10. To meet safeguarding and risk assessment requirements and report incidents and seek advice where appropriate. 11. Ensure students, and employers are reminded to complete their feedback forms 12. Consolidate feedback to identify themes and any issues 13. Identify best practice beyond the local area and make on-going recommendations for process improvements 14. To help positively promote the organisation at networking events 	
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Other information:

This job description is not a complete list of responsibilities but defines the key components of the role. Within reason, the post holder must demonstrate a willingness and flexibility to vary and change their key tasks where necessary in order to meet the changing needs of the organisation.

Knowledge

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Knowledge of Microsoft Office packages • English GCSE grade C minimum • Highly numerate • Knowledge of how to effectively support the organisation 	<ul style="list-style-type: none"> • Educated to degree level (2:1) • Knowledge of Salesforce database • Knowledge of Hounslow schools and businesses • Good understanding of Work Related Learning

Skills and qualities

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none">• Strong organisational skills and attention to detail.• Ability to function as part of a team• An ability to work well under pressure• Common sense, diplomacy and knowledge of confidentiality issues• Working knowledge of standard office procedures and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.• Interpersonal and influencing skills required to develop and maintain strong relationships and the trust and confidence of clients.• Written, oral and listening skills of communication to work effectively with individuals and businesses.	Able to demonstrate ability to effective working with business and the community

Experience

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none">• Supporting events organisation in a business, school or non-profit setting.	Experience of working with young people

Salary

£19 – 25k per annum pro-rated – dependent on experience. The post is 20hrs/ week of a full time 36hr week (excluding meal breaks). 12 Months fixed term contract - Probationary period 3 months.

Please advise us of your current salary (if applicable) and salary expectations in your cover letter.

Post-holder may sometimes be expected to work flexible hours to meet the demands of service delivery, which can sometimes be outside usual office hours.

Appointment subject to reference checks (waived for existing contractors), basic/enhanced CRB (if required) and passing GSK company security vetting (if required)

Application

CV and cover letter to ruby.mir@sparklondon.org by **Sunday 8th September 2013**. Start date as soon as possible.

We would also encourage candidates to complete our Equal Opportunities monitoring form.

Further information

<http://sparklondon.org>

<http://sparklondon.org/wp-content/uploads/2012/10/Spark-Schools-Svs-Guide.pdf>