

JOB DESCRIPTION

Work Experience & Internships Coordinator

Context

Established in 1980 Spark! acts as a vital and efficient driver for employment, forming strong, supportive and valued relationships that have a positive impact on all our partners; students, educators, businesses, statutory bodies and funders alike.

We work with our partners to open up excellent opportunities that inspire and enlighten, helping to forge secure futures for young people by giving them real focus and direction. Engaging them in the workplace significantly increases their chances of permanent roles.

Spark! was recently recognised as one of the top education business partnerships (EBPs) in the country, rated "Excellent" under the Award for Education Business Excellence accreditation scheme. The Institute for Education Business Excellence's Chief Executive said: "[Spark! is] leading the way in education and business partnership."

The Work Experience & Internships service offers work related and work based learning 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 that is reviewed annually.

The post holder will work as part of the Spark! delivery team staff at GSK House, 980 Great West Rd. The post will ideally suit self-motivated individuals that enjoy being part of a small but effective and dynamic team with the support of a wider organisation and an active board of trustees.

Job Details

Job title: Work Experience & Internships Coordinator

Unit: School Services

Line manager: Acting Head of School Services

Job purpose

- Co-ordinate and lead delivery of the agreed programme of school work experience and Industry Insight Days each year varying in size and scale. Programmes may be for individual or a group of schools (see Spark! Schools Services Guide for more information).
- Maintaining timely and quality delivery against the Service Level Agreements with schools.



Main Responsibilities

**Approx. %
of time**

1. Placement identification and selection 35
 - Recruit and retain business partners through annual mailshot, telephone calls and visits to ensure students are matched with appropriate work experience placements/ Industry Insight Day experiences, reporting weekly on performance against targets
 - Import and manipulate School Information Management System (SIMS) data
 - Maintain employer, student and school details in accordance with data protection legislation
 - Work with school co-ordinators to ensure students and parents/carers complete and return Work Placement & Data Agreements
 - Provide advice and support to school co-ordinators
2. Pre-placement preparation 35
 - Ensure businesses/ placements meet Spark! quality Safeguarding and Health and Safety standards by ensuring that checks and Letters of Agreement are up-to-date. Commission freelance Health and Safety assessors where placement checks are required, as well as undertaking some employer checks after appropriate Health and Safety training.
 - Pre-plan detail of activities with employers hosting Industry Insight Days
 - Respond to other EBP's commissions of local database checks and placement checks
 - Ensure pre-placement mailings go out to students and parents/carers, as well as employers
3. Placement support 20
 - Problem-solve issues that inevitably arise with the delivery of an extensive programme of young people on workplace placements, including first line response on safeguarding issues
4. Post-placement reflection 10
 - Ensure students, and employers if necessary are reminded to complete their feedback forms (online and offline)
 - Consolidate feedback and identify themes and any issues
5. Programme review and improvement
 - Assist in monthly tracking of the Business Unit budget, delivery for each client school and invoicing
 - Draft school reports on programme performance
 - Identify best practice beyond the local area and make on-going recommendations for process improvements

Other information:



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www.sparklondon.org

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"> • Good written and spoken English • Good numeracy • Good understanding of Microsoft Office packages, particularly Word mail merge functionality and Excel • Good understanding of email and using the web for research 	<ul style="list-style-type: none"> • Educated to degree level (minimum 2:1) • Knowledge of Salesforce database • Knowledge of Hounslow/ West London schools and businesses • Good understanding of Work Based Learning • Good understanding of Health and Safety in the Workplace

Skills and qualities

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Strong organisational/ time management skills and attention to detail • Ability to function as part of a team • An ability to work well under pressure • Self-directed and motivated • Flexibility to thrive in a varied environment • Proactive, positive and clear approach • Common sense, diplomacy and knowledge of confidentiality issues • Highly organised with strong skills in standard office procedures and ability to apply these 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. • Sound knowledge of processes for managing invoices out of and into an organisation • Computer literate with confidence 	<ul style="list-style-type: none"> • Able to demonstrate ability to work effectively with businesses and the community • Sound financial abilities and able to work within a strict budget



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<ul style="list-style-type: none"> of Microsoft computer programmes (Word, Excel, Powerpoint) Motivated to maintain and develop knowledge of national issues which may impact on local delivery Enthusiasm, determination and passion for education-business partnership working with an ability to convey this to educationalists and business people, particularly over the phone 	
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Experience

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> Facilitating the setting up and coordination of student work placements / internships/ apprenticeships from a school, business, ebp or non-profit environment 	<ul style="list-style-type: none"> Utilising a database of some sort Budget control/ management

Salary

£19 – 25k per annum pro-rated – dependent on experience. The post is 1-3 days a week (average 2 days) on a 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.

Postholder may sometimes be expected to work flexible days to meet the demands of service delivery, which may involve more / less days in a week (salary to remain the same).

Appointment subject to reference checks, CRB checks and passing GSK company security vetting.

Application

CV and cover letter to ruby.mir@sparklondon.org by **Sunday 8 September 2013**.

Start date: as soon as possible.

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

Further information



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www.sparklondon.org

<http://www.sparklondon.org>

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



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