



Freelance Trainer / Associate

Recruitment Pack

About Spark!

We believe it is possible for every young person to be ready and equipped to enter the world of work, and with youth unemployment rapidly rising, there has never been a more important time for our services.

Working in partnership with schools and colleges, alongside a large and diverse range of employers and funders, we enhance young people's employability skills, knowledge, and experience, so that they are better prepared for and able to effectively transition into the workplace, finding and keeping a job.

We do this by enabling and supporting long-term relationships between local businesses and education to:

- create **high quality work experience** placements and internships
- broker inspiring **careers mentoring relationships**
- deliver a range of **employability skills development** opportunities

Born out of the Hounslow Education Business Partnership, Spark! is now an independent charity, working across a range of locations with diverse groups of young people and employers.

We are a motivated and passionate team, led by the desire to positively impact on the employment prospects and life chances of young people. We endeavour to live our values; of **integrity, diversity, openness, and quality**, in our decision making and all that we do.

About the role

We are looking for passionate and experienced professionals to join our team as Freelance Trainers and Associates, to develop resources, and facilitate a range of inspiring activities with young people and businesses across our network.

The work will be varied and responsive to the priorities of Spark! and will include, but not be limited to:

- Delivering employability workshops in schools and colleges
- Delivering employability and career workshops for young people on [Kickstart work placement](#)
- Facilitating engagement between employers and young people
- Coordinating, managing, and supervising career mentoring opportunities
- Quality assuring work experience opportunities
- Developing resources, materials, and tools to aid us in delivering our activities to an exceptional standard

In addition, and in response to the Covid19 crisis, we are designing and implementing our virtual offer. This includes remote work experience, employability skill workshops, and online mentoring. The role may include elements of supporting and quality assuring this new and developing element of our portfolio of work.

Our Freelance Associates and Trainers will play a fundamental role in Spark!'s growth and future success, enabling us to remain agile and responsive to new opportunities, while we also seek to deepen our impact and expand our reach.

To succeed in this role you will need to thrive in a fast-paced working environment and be motivated by having a significant impact on the lives of young people and the future success of the charity.

Job Description

You will be responsible for developing and delivering multiple projects with schools and business partners, ensuring delivery is executed to exceptionally high standards.

- Deliver our menu of interactive employability workshops and events to young people and/or adult professionals, in a range of different environments, organisations and institutions.
- Develop delivery frameworks, associated resources, and training materials as required.
- Contribute to the development and enhancement of Spark!'s programmes, through pro-active knowledge share and feedback.
- Complete all monitoring and evaluation requirements to effectively measure the impact of the workshops and activities you deliver.
- Quality assure and risk assess work experience placements as required.
- Develop constructive working relationships with Spark! staff, freelancers, schools, and employer volunteers.
- Represent Spark! professionally to beneficiaries, funders, partners, and other stakeholders.
- Adhere to Spark!'s code of practice for Freelance Associates and Trainers, and to Spark!'s safeguarding policies and all other policies which relate to our practice.
- Support your practice by taking part in the personal and professional development opportunities provided by Spark!



Person Specification

Training experience	Substantial experience in the training and facilitation profession.
	A track record (over five years) of successfully delivering participatory and challenging programmes and workshops to young people and young adults (aged 11 – 25).
	Experience of successfully delivering engaging programmes and workshops to adults and professionals.
	Experience of working with and managing volunteers, ideally within a group workshop or group facilitation environment.
	A background, experience, and knowledge, in one or more of the following areas: <ul style="list-style-type: none"> – Careers and Enterprise Information, Advice and Guidance (CEIAG) – Work experience, internships, and apprenticeships – Education – Youth work – Personal development – Recruitment / HR
	Teaching qualification, PTLLS qualification, or equivalent (desirable)
Skills	Strong facilitation and group work skills, with the ability to engage and involve participants in workshops and group activities.
	Exceptional communication skills, able to speak confidently with young people, teachers, and senior business stakeholders.
	Confident presenting in front of large groups, including young people of varying ages.
	Able to create compelling, professional, and accessible training resources and tools.
	Able to explain complex concepts in a straight-forward and accessible manner.
Attitude	Passionate and enthusiastic about improving young people's lives.
	Positive and solution-focussed.
	Self-assured, with a 'can-do' approach.
	Exceptionally high standards, with an attention to detail.



Terms and Conditions

Job title	Freelance Trainer / Associate
Reports to	Head of Programmes
Fee	£250 per day, or £150 per half-day, for delivery and facilitation work. £200 per day, or £125 per half-day, for development work (e.g. designing workshop content, creating resources, and writing reports).
Location	Most activities are based in London and the South East, but there is the possibility for delivery in other regions. Some delivery will be online, so the ability to work remotely as required is essential.

How to Apply

Please send an up-to-date CV and cover letter addressing the person specification (no more than 2 sides of A4) to mattlent@sparkcharity.org.uk.

Application deadline: Please submit your application by 5pm on the 27th November.

However, we are always seeking talented, passionate people to add to our pool of freelance associates, so please feel free to forward a CV and cover letter anytime.

Questions: If you are considering applying, we would be happy to have an informal conversation about the role. Please email mattlent@sparkcharity.org.uk to arrange a time to speak.



spark!
KICK
STARTING
CAREERS