

The background image shows two men in a workshop. They are both wearing blue polo shirts and clear safety glasses. The man on the right is older, with a goatee, and is looking down at a piece of machinery. The man on the left is younger and is also looking at the machinery. The workshop environment is visible in the background with various tools and equipment.

spark!
KICK
STARTING
CAREERS

Programme Manager Job Pack

November 2020

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 a passionate and experienced careers professional to join our friendly team, developing and facilitating a range of inspiring activities with young people, schools 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:

- Facilitating productive partnerships between employers and schools
- Delivering employability and work readiness workshops in schools, colleges, and the community
- Developing resources, materials, and tools to deliver our activities to an exceptional standard

A significant part of this role will be ensuring Spark! effectively and efficiently meets the commitment of our Careers Cluster partnership with the London Borough of Hounslow.

Funded by the European Social Fund for three years, the overall aim of the Careers Cluster is to improve the responsiveness and relevance of Careers Education Information, Advice and Guidance (CEIAG) to employers' needs, and to better equip young Londoners for the world of work.

This position will work with Senior Leadership Teams and Career Leads in 15 Hounslow secondary schools and colleges, alongside diverse employer partners, to design high quality, employer endorsed careers guidance strategies. This will include:

- piloting varied employer-based activities for schools and students
- help teachers to understand London's Labour Market
- support pupils into work experience placements and internships

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

Job Description

The main job purpose is to work with schools and employers to develop and deliver meaningful employer engagement opportunities for young people, facilitate engaging work readiness training and events, and manage the Careers Cluster project delivery and outcomes.

- Ensure that all Careers Cluster contract deliverables are achieved.
- Ensure all evidence, audit and report requirements of the contract are fulfilled and submitted as required.
- Source appropriate employers to work with schools and colleges as part of the Careers Cluster to improve employer involvement in careers curriculum planning, delivery, and evaluation.
- Support all Careers Cluster school and college members to complete and implement an employer-endorsed careers strategy.
- Work with all Careers Cluster institutions to ensure that they attend network meetings with a brief to share learning and expertise across the network.
- Attend Careers Cluster network meetings and provide regular updates and impact reports to the network and contract manager.
- Deliver Spark!'s 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 sharing and feedback.
- Complete all monitoring and evaluation requirements to effectively measure and understand the impact of the workshops and activities you deliver.
- Represent Spark! professionally to beneficiaries, funders, partners, and other stakeholders.
- Support your practice by taking part in personal and professional development opportunities provided by Spark!



Person Specification

Experience	Good understanding of Careers Education Information, Advice and Guidance.
	Good understanding of what makes an effective career learning curriculum in a school/college.
	A track record of successfully delivering participatory and challenging programmes and workshops to young people (aged 11 – 18).
	Experience of coordinating employability/work readiness programmes and activities.
	Experience of working with and managing volunteers, ideally within a group workshop or group facilitation environment.
	Familiar with school or college environments.
Skills	Strong organisational and time management skills.
	Exceptional communication skills, able to speak confidently with young people, teachers, and senior business stakeholders.
	Ability to develop clear project visions and goals, and able to articulate these to others.
	An ability to work well under pressure.
	Highly organised with reliable project management skills.
	Strong facilitation and group work skills, with the ability to engage and involve participants in workshops and group activities.
	Computer literate, confident in Word, Excel and PowerPoint. Salesforce experience is desirable.
Attitudes	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 exemplary attention to detail.
	Keeps up to date with relevant developments, resources, and research to aid work responsibilities and professional growth.



Terms and Conditions

Job title	Programme Manager
Reports to	Head of Programmes
Salary band	£27,500 to £32,000 p.a. (plus pension contributions)
Annual leave	28 days per year, increasing by one day for each year of service.
Contract type	Full-time / permanent
Location	London (home working until our Hounslow based office re-opens)

How to Apply

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

Application deadline: Please submit your application by 9pm on the 17th December.
Applications received after this deadline will not be considered.

Interview schedule: Initial longlisting calls will take place on the 21st to 23rd December, with interviews scheduled for the 6th and 7th January.

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.



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www.sparkcharity.org.uk