



**spark!**  
KICK  
STARTING  
CAREERS

**Freelance Facilitator / Associate  
Recruitment Pack  
October 2021**

## About Spark!

We believe it is possible for every young person to be ready, equipped, and able to enter the world of work, and with youth unemployment 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
- support transitions into work

Born out of the Hounslow Education Business Partnership, Spark! is now an independent charity, working across west London and beyond, 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 **empowerment, collaboration, reliability, quality, and learning**, in our decision making and all that we do.



*"I had struggled with finding my voice when it came to my career, as I lacked confidence. It was through the mentoring sessions that I gained the knowledge that I needed, and this boosted my confidence massively"*

## Our Vision

A society in which all young people are ready, equipped, motivated, and able to enter the world of work.

## Our Mission

To ensure all young people, particularly those who will most benefit, have access to meaningful employer engagement, work readiness skills development, and employment opportunities, enabling them to transition into sustained work and rewarding careers.

## Our Values

### Empowerment

We believe in empowering young people, ourselves, and others, to be self-determining in achieving personal and professional goals.

### Collaboration

We believe that a collaborative approach is the most productive and effective way to work, and actively seek to be inclusive and partner with others in achieving our vision and mission.

### Reliability

We strive to always be reliable, dependable, and trustworthy in our dealings and interactions with partners and beneficiaries.

### Quality

We have a continuous commitment to the highest of quality, actively aiming to constantly improve what we do and how we do it.

### Learning

We are a learning organisation, always seeking to listen, reflect, develop, adapt, and improve.

**We have recently launched our 2025 Strategy, which you can [read here](#).**

## About the role

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


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

- Delivering employability and career workshops for young people, in schools, colleges and the community
- Acting as an 'Employment Champion' for young people furthest from the labour market
- 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 have designed and implemented a 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 Facilitators and Associates 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, with a passion and motivation to have a significant impact on the lives of young people and the future success of the charity.



*"The sessions have been amazing and made me smile and helped me to write out my plans for the future. I learned that goals can be small or big, or short term or long term, and I found out some of my strengths and weaknesses and ways to grow and learn from them."*

## Role 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 sharing 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 Facilitators and Associates, and to Spark!'s safeguarding policies, and all other policies which relate to our practice.
- Support your practice by taking part in personal and professional development opportunities provided by Spark!

*"It was a lovely, wonderful, and amazing place to have work experience. The Manager and employees were very kind and respectful. Thank you Spark! for offering me work experience!"*



## Person specification

### 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:
  - Careers and employability development
  - Careers, Enterprise Information, Advice and Guidance (CEIAG)
  - Work experience, internships, and apprenticeships
  - Education
  - Youth work
  - Personal and professional development
- 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.

## Terms and Conditions

<b>Job title</b>	Freelance Facilitator / Associate
<b>Reports to</b>	Head of Programmes
<b>Fee</b>	£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).
<b>Location</b>	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 apply by submitting a CV and covering letter, of no more than 2 sides of A4, explaining your motivation for applying and how you fulfil the role specification. Send it to [mattlent@sparkcharity.org.uk](mailto:mattlent@sparkcharity.org.uk).

### Application deadline

9am, Monday 25<sup>th</sup> October 2021.

### Interviews

Information sessions and an opportunity to meet with Spark! staff will be held for shortlisted candidates between the 1<sup>st</sup> and 5<sup>th</sup> November 2021.

**Interviews will take place on the week of the 15<sup>th</sup> November 2021.**

### Any questions?

Our CEO, Matt Lent, would be happy to respond to any questions you might have about Spark! You can e-mail him on [mattlent@sparkcharity.org.uk](mailto:mattlent@sparkcharity.org.uk).

A few of our hundreds of employer partners





## Some numbers from our last full year

**30,000**

Number of young people on our employability programmes since 2010

**1,500**

Number of young people into local work experience placements in 2019

**233**

Young women on Pupil Premium matched with a career mentor

**2,000**

Number of volunteers we worked with in 2019

**98**

Schools and colleges we supported in 2019

**700**

Av. number of businesses we work with each year

**89**

% of young people who would recommend a Spark! work experience placement

**88**

% of young people stating they feel more prepared for the world of work

**98**

% of young people who would recommend Spark! career mentoring



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