

spark!
KICK
STARTING
CAREERS

**School and Volunteer Manager
Recruitment Pack
November 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 **career 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.



"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."

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 published our 2025 Strategy, which you can [read here](#).


About the role

We are looking for a passionate and experienced professional to join our team as our School and Volunteer Lead, to cultivate and manage essential relationships, and to lead a range of inspiring activities with young people and businesses across our network.

The work will be varied and will include:

- Leading on coordinating all elements of activities with our school and business partners, to ensure delivery plans are executed effectively and efficiently.
- Leading on the cultivation, engagement and development of our volunteer network, including communications, resource and training.
- Facilitating employability and career workshops and events with young people, schools, and employers.
- Developing resources, materials, and tools to aid in delivery of our activities, to an exceptional standard.

This position will play a fundamental role in the implementation of Spark!'s 5 year strategy, our impact on young people, and our future success. To succeed in this role you will need to be a high-energy person who thrives in a fast-paced working environment, able to function as part as a team, as well as being able to work well independently. You will need to be excellent at building and maintaining relationships, with a motivation to have a significant positive impact on the lives of young people and the future success of the charity.



"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"

Job description

The main job purpose is to work with schools and employer partners to develop and deliver meaningful employer engagement opportunities for young people, facilitate engaging work readiness training and events, and manage and grow our network of volunteers.

- Ensure school relationships are well-managed and maintained, and that delivery of workshops and events are well planned and coordinated, to ensure a positive and impactful experience for all.
- Facilitate interactive and inspiring employability workshops and events to young people and/or adult professionals, in a range of different environments, organisations and institutions.
- Develop and grow our volunteer network, driving sustained engagement across all of our delivery activities.
- Coordinating and managing volunteers for our Career Mentoring programme, CONNECT
- 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.
- Represent Spark! professionally to beneficiaries, partners, and other stakeholders.
- Adhere to Spark!'s safeguarding policies, Diversity, Equality and Inclusion policy, and all other policies which relate to our practice.
- Support your growth and professional improvement by taking part in professional development opportunities.



"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

- Significant experience of working with and managing volunteers, ideally within a purpose-based organisation, such as a charity or social enterprise.
- Experience of building active and engaged networks, and of cultivating purposeful and sustained relationship.
- Experience of working directly with schools or colleges.
- Experience of coordinating complex projects and events, in partnership with multiple stakeholders.
- A track record of successfully delivering participatory workshops and activities to young people and young adults (aged 11 – 25).
- Experience of successfully delivering engaging programmes and workshops to adults and professionals.
- A background, experience, and knowledge, in one or more of the following areas:
 - Careers and employability development
 - Careers, Enterprise Information, Advice and Guidance (CEIAG)
 - Education
 - Youth work
 - Training
 - Personal and professional development

Skills

- Excellent relationship builder, with the ability to engage and energise others.
- Exceptional communication skills, able to speak confidently with young people, teachers, volunteers, and senior business professionals.
- Highly organised, with an attention to detail, excellent project management skills, and the ability to manage multiple priorities.
- Strong facilitation and group work skills, with the ability to engage and involve participants in workshops and group activities.
- Confident presenting in front of groups, including young people of varying ages.
- Able to create compelling, professional, and accessible 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.
- High-energy and thrives in a fast-paced busy environment.
- Positive and solution-focussed.
- Self-assured, with a 'can-do' approach.
- Welcomes feedback, with a desire to continuously improve and develop.

Terms and Conditions

Job title	School and Volunteer Manager
Reports to	Head of Programmes
Salary	£31,650 per annum
Benefits	<p>28 days leave (inc. 3 days between Christmas and New Year)</p> <p>6% matched pension contributions</p> <p>Flexible working</p> <p>Life insurance cover</p> <p>Canada Life WeCare employee support package</p>
Location	<p>Our office is based in Brentford, London, and while remote-working is supported, some office-based work is necessary.</p> <p>Most of our delivery is based in west London, but there is the possibility for delivery in other regions, and online.</p>

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 fayerounding@sparkcharity.org.uk.

Application deadline

9am, Monday 6th December 2021.

Interviews

Interviews will take place on the week of the 13th December 2021.

Any questions?

Our Head of Programmes, Faye Rounding, would be happy to respond to any questions you might have about Spark! and this role. You can e-mail her on fayerounding@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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