

spark!
KICK
STARTING
CAREERS



**Collective Action Manager
Recruitment Pack
January 2022**

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 1 million young people unemployed, 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:

- creating **high quality work experience** placements and internships
- brokering inspiring **career mentoring relationships**
- delivering a range of **employability skills development** opportunities
- providing an online careers and **employability portal**
- supporting **transitions into work**

Formally an 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


This vital role will spearhead the development of a collective and place-based approach to address the challenges related to education-to-employment transitions, in west London.

You will build the networks, resources, and collective expertise to support 15 secondary schools in west London, to implement effective and sustained employability skills and work readiness development. The ultimate objective of which will be to ensure that 16-to-18 year olds, identified as furthest from the labour market, are able to effectively transition into sustained employment and pursue rewarding careers.

You will be responsible for convening and uniting multiple local stakeholders, including, councils, employers, voluntary sector partners, and public sector services, to build relationships, share practice, and take action together. You will lead this network to identify, understand, and collaborate on resolving the complex challenges related to education-to-employment transitions.

Alongside this you will develop and deliver a comprehensive service offer to our target communities, schools, and young people as they transition from education into employment.

This position plays an essential role in the implementation of [Spark!'s 2025 strategic goals](#), our impact on young people, and our future success. To highly achieve in this role you will need to be extremely organised, a natural relationship and network builder, and comfortable facilitating meetings and activities with a diverse range of stakeholders, including young people and senior professionals. You will thrive in sizeable challenges, and be energised in creating genuine systems change, to positively impact on the lives of young people.



"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 build relationships and work with diverse partners in a targeted west London borough, to implement collective responsibility and action in supporting effective education-to-employment transitions. With a primary focus being on supporting young people most at risk of becoming 'Not in Employment, Education and Training'.

- Identify and partner with local employers, councils, schools, colleges, third sector organisations, public services, and others, to build a robust network focussed on collective action to develop and implement sustained systems and processes, supporting effective education-to-employment transitions.
- Coordinate, manage and activate the Collective Action network in west London
- Recruit and assess the needs of schools and young people into the programme.
- Ensure school relationships are well-managed and maintained, and that delivery of employability workshops, events and activities are well planned and coordinated.
- Facilitate and coordinate interactive and inspiring employability workshops and events to young people and/or adult professionals, in a range of different environments, organisations and institutions.
- 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 Collective Action approach, and related activities.
- Represent Spark! professionally to beneficiaries, partners, and other stakeholders.
- 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

- Experience of work within a purpose-led organisation, such as a charity or social enterprise.
- Significant experience of building relationships and working with diverse organisations, individuals and networks, including with schools/colleges, employers, councils, and voluntary sector organisations,
- Experience of building active and engaged networks, cultivating purposeful and sustained relationship, and influencing others at the highest levels.
- Experience of developing and coordinating complex projects and events, in partnership with multiple stakeholders.
- A track record of successfully delivering participatory workshops and activities with young people and young adults (aged 14 - 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 sector
 - Youth work
 - Training and facilitation
 - Personal and professional development

Skills

- Excellent relationship builder, with the ability to engage, energise and influence 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.
- A commitment to our organisational values of; empowerment, collaboration, reliability, quality, and learning.

Terms and Conditions

Job title	Collective Action Manager
Reports to	Initially to the Chief Executive Officer, and subsequently to the Head of Programmes
Salary	£35,550 per annum
Contract	Initially 18 months, with the expectation of becoming permanent
Benefits	28 days leave (inc. 3 days between Christmas and New Year) 6% matched pension contributions Flexible working Life insurance cover Canada Life WeCare employee support package
Location	Our office is based in Brentford, London, and while remote-working is supported, some office-based work is necessary. Most of our delivery is based in west London, but there is the possibility for delivery in other regions, and online.

Diversity and Inclusion

We are committed to cultivating a fair and inclusive working environment, where everyone can be themselves and thrive. We actively encourage applications from people from black and minority ethnic communities, LGBTQ+ people, and people with disabilities.

We support flexible working and encourage a work from anywhere approach, although some office and site-based work will be required for this position.

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.

Application deadline

9am, Monday 14th February 2022

Interviews

Interviews will take place during the week of the 21st February 2021.

Any questions?

Our CEO, Matt Lent, would be happy to respond to any questions you might have about Spark! and this role. You can e-mail him on mattlent@sparkcharity.org.uk.

A selection of our hundreds of employer partners



A selection of our dozens of school partners



Some numbers from the past 2 years

11,959

young people on a Spark! programme and activity

85

schools and colleges participating in a Spark! programme

328

young people matched with a Career Mentor

210

businesses and employers engaging as partners

540

volunteers supporting delivery of activities, events and work

3800+

hours of volunteering given

89%

of young people would recommend Spark! work experience

88%

of young people state that they feel more prepared for work

98%

of young people would recommend a Spark! Career Mentor



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