

spark!
KICK
STARTING
CAREERS

**Mentoring Programme Manager
Recruitment Pack
April 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 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 in this vital role. You will be tasked with managing, developing and growing our Career Mentoring programme, [CONNECT](#), across west London, with a particular focus on the London Borough of Hammersmith and Fulham.

To date we have provided more than 380 young people with a volunteer career mentor, from our diverse range of employer partners, including GSK, Dell, South Western Rail, and Jacobs Engineering. With new funding and innovative partnerships in place, CONNECT is growing and evolving, to become more targeted in its reach and its impact. This is a fantastic opportunity to take the helm of a life-changing programme.

The work will include:

- Recruiting and enrolling 350 to 450 young people from across west London, over 2 years, and matching them with their career mentors.
- Working closely with our partners, [2-3 Degrees](#) and the [Young Hammersmith and Fulham Foundation](#), to deliver the GLA funded 'New Deal for Young People' mentoring programme in Hammersmith & Fulham.
- Cultivating relationships and developing partnerships with dozen of local employers, who provide volunteer career mentors, ensuring they are trained and supported throughout the process.
- Developing resources and tools to aid delivery of our mentoring programme, to an exceptional standard.

To succeed in this role you will need to be a high-energy person who thrives in a fast-paced working environment, is highly organised, and 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 communities, schools, and employer partners to develop and deliver all aspects of a high quality career mentoring programme in west London, targeting young people who are currently Not in Employment Education or Training (NEET) and those identified as being at risk of being NEET.

- Ensure all relationships are well-managed and maintained, and that delivery of the mentoring programme is well planned and executed, guaranteeing a positive and impactful experience for all.
- Work closely with schools and community partners to identify and enrol target young people onto the career mentoring programme.
- Build and develop relationships with diverse employers, growing our volunteer mentor network, and ensuring high mentor retention rates.
- Facilitate interactive training workshops with our volunteer mentors, and provide ongoing support and guidance to ensure they are confident and able to provide high quality career mentoring.
- Develop digital and hard copy resources and tools required to support mentors and mentees to fully engage in the programme.
- 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 activities.
- Represent Spark! professionally to beneficiaries, partners, and other stakeholders.
- Adhere to Spark!'s safeguarding policies, Diversity, Equality and Inclusion policy, and all other policies.
- Support your growth and professional improvement by taking part in 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 leading high impact and youth-focussed programmes, ideally with an employability or careers focus.
- Experience of working with and supporting volunteers, within a purpose-based organisation, such as a charity or social enterprise.
- Experience of working directly with the education sector and/or youth services.
- Experience of coordinating complex projects, in partnership with multiple stakeholders, including employers.
- A track record of successfully delivering training and workshops to young people and volunteers.
- Line management experience (desirable)
- A background, experience, and knowledge, in one or more of the following areas:
 - One-to-one mentoring
 - Careers and employability development
 - Careers, Enterprise Information, Advice and Guidance (CEIAG)
 - Education sector
 - Youth work

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 activities.
- Confident presenting in front of groups, including young people and adults.
- Able to create compelling, professional, and accessible resources and tools.
- Able to explain complex concepts in a straight-forward and accessible manner.
- Able to self-manage, staying motivated and on-task.

Attitude

- Passionate and enthusiastic about improving young people's lives.
- High-energy and thrives in a fast-paced busy environment.
- Positive and solution-focussed, able to maintain a positive approach to problem solving
- 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	Mentoring Programme Manager
Reports to	Head of Partnerships
Direct reports	Partnerships and Mentoring Coordinator
Salary	£35,550 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 and critical illness insurance</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>

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 rachelmccadam@sparkcharity.org.uk.

Application deadline

9am, Monday 25th April 2022

Interviews

Interviews will take place during the week of the 2nd May 2022.

Any questions?

Our Head of Partnerships, Rachel McAdam, would be happy to respond to any questions you might have about Spark! and this role. You can e-mail her on rachelmccadam@sparkcharity.org.uk.

A selection of our hundreds of employer partners



A selection of our dozens of school partners



Some numbers from our last two years

12,000+

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

local employers engaging as partners

540

volunteers supporting delivery of activities and events

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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