



**spark!**  
KICK  
STARTING  
CAREERS

**Regional Programmes Coordinator  
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 professional to join our team in this important role. You will work closely with our 'Collective Action Manager' to implement a community-based approach, addressing the challenges related to education-to-employment transitions, in the London boroughs of Brent and Ealing.

You will help to build the networks, resources, and expertise required to support 30 secondary schools, to implement effective 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 work directly with schools to assess their career curriculum needs and service gaps, and to develop a careers curriculum plan for the year ahead. You will be responsible for supporting partner schools and employers to develop and benefit from sustained relationships, creating diverse and meaningful employer engagement opportunities for students, in the school and workplace environments. Activities may include; career workshops, cv and interview skills development, workplace visits, and work experience placements.

To succeed in this role you will need to be a highly motivated and driven person, able to thrive with a sizeable workload, in a busy environment. You will need to be very 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 developing and maintaining productive relationships, with a desire to have a positive 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 develop and mobilise local employer and school/college relationships, to meet the identified careers curriculum and employability needs of our partner schools and young people, in Brent and Ealing. With the objective of supporting transitions into employment for young people identified as being at risk of becoming Not in Employment Education or Training (NEET). You will:

- Recruit schools and colleges into the partnership, and assess their needs and the service gaps of our target communities.
- Broker relevant, meaningful and sustained relationships between local employers and schools/colleges.
- Support school and employer relationships to design and deliver diverse employer engagement and employability skills development opportunities.
- Ensure school relationships are well-managed and maintained, and that delivery of employability workshops, events and activities are well planned and coordinated.
- Coordinate, and on occasion facilitate, interactive and inspiring employability workshops and events with young people and adult professionals.
- Ensure employer partners and volunteers are well prepared, supported, debriefed, and appreciated.
- 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 our impact.
- 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 working on and within youth-centred programmes, preferably 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 managing dynamic relationships with multiple stakeholders, including employers.
- A track record of successfully delivering events and activities with young people and volunteers.
- A background, experience, and knowledge, in one or more of the following areas:
  - Careers and employability services
  - Careers, Enterprise Information, Advice and Guidance (CEIAG)
  - Education sector
  - Youth work
  - Training and facilitation
  - Personal and professional development

### Skills

- Adept relationship builder, with the ability to engage and energise others.
- Excellent communication skills, able to speak confidently with young people, teachers, volunteers, and senior business professionals.
- Very organised, with an attention to detail, excellent time management skills, and the ability to manage multiple priorities.
- Strong group work skills, with the ability to motivate, engage and involve participants in 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.
- Highly motivated and energetic.
- Thrives in a busy and fast-paced working 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

<b>Job title</b>	Regional Programme Coordinator (Collective Action)
<b>Reports to</b>	Collective Action Manager
<b>Salary</b>	£29,550 per annum
<b>Benefits</b>	28 days leave (inc. 3 days between Christmas and New Year) 6% matched pension contributions Flexible working Life insurance Canada Life WeCare employee support package
<b>Location</b>	Our office is based in Brentford, London, and while remote-working is supported, some office-based work is necessary.  This project is focussed on the west London Boroughs of Brent and Ealing.

### 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 [rachelmcadam@sparkcharity.org.uk](mailto:rachelmcadam@sparkcharity.org.uk).

### Application deadline

9am, Monday 25<sup>th</sup> April 2022

### Interviews

Interviews will take place during the week of the 2<sup>nd</sup> 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 [rachelmcadam@sparkcharity.org.uk](mailto:rachelmcadam@sparkcharity.org.uk).

## A selection of our hundreds of employer partners

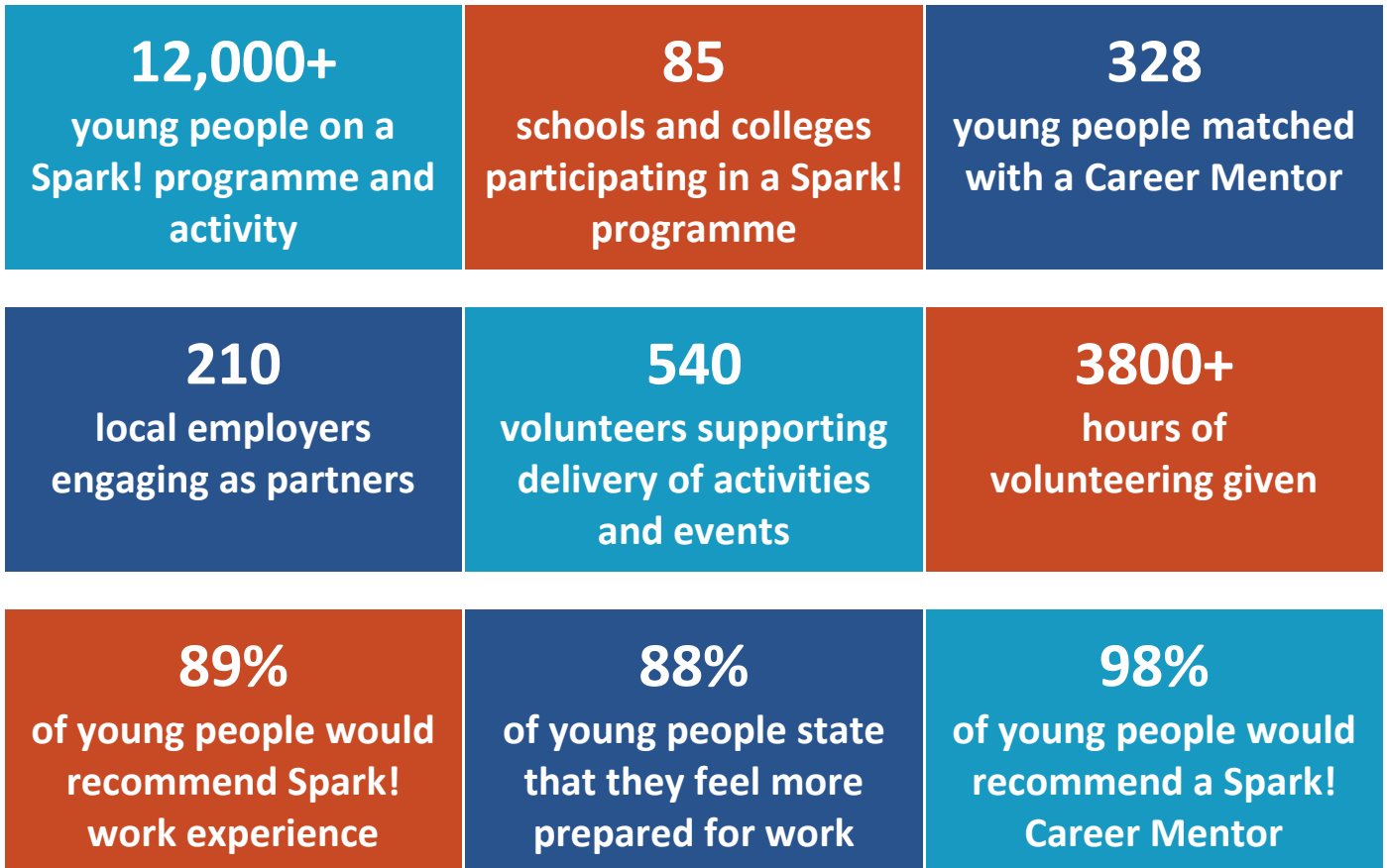


## A selection of our dozens of school partners





## Some numbers from our last two years



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