



spark!
KICK
STARTING
CAREERS

**Regional Programme Manager
Recruitment Pack
August 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 still 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:

- 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.

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

About the role

We are looking for a passionate and experienced person to join our friendly team, developing and facilitating a range of inspiring activities with young people, schools and businesses across our network.


You will be responsible for completing the final year of delivery on the fully-established, (European Social Fund and GLA funded), [Career Cluster](#) partnership, with the London Borough of Hounslow. Subsequently you will continue to work across the borough, building a collective and place-based approach to local youth employment and the skills gap challenges.

The aim of the Careers Cluster is to support young people to develop their vital employability skills and work readiness, through meaningful employer engagement and work experience opportunities, whilst simultaneously supporting schools and businesses to develop long-term and sustainable relationships.

You will work directly with 15 Hounslow secondary schools and colleges, and alongside a diverse network of employer partners, to design and deliver high quality employer engagement opportunities for young people.

- Piloting varied activities for schools and young people, including employability workshops, mock interviews, careers fairs, networking events, career mentoring, and work experience, to name a few.
- Continuing to build a diverse network of engaged employers, supporting them to develop productive relationships with Career Cluster schools and young people.
- Helping teachers and educators to better understand the local Labour Market.

To highly achieve in this role you will need to be extremely organised with an attention to detail, 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 work with schools, employers and diverse partners in targeted west London boroughs, to implement collective responsibility and action in supporting effective employability skills development and ultimately education-to-employment transitions.

- Source and support employers to work with schools and colleges to improve employer involvement in careers curriculum planning and delivery.
- 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.
- Ensure that all Career Cluster contract deliverables are achieved in the final year of the programme.
- 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.
- Ensure all evidence and reporting requirements of the contract are fulfilled and submitted as required.
- 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 and understand the impact of the workshops and activities you deliver.
- Represent Spark! professionally to beneficiaries, funders, partners, and other stakeholders.
- Support your growth and professional improvement by taking part in professional development opportunities.



Person specification

Experience

- Experience of work within a purpose-led organisation, such as a charity or social enterprise.
- Good understanding of Careers Education and what makes an effective employability and work readiness learning curriculum.
- Experience of coordinating employability/work readiness programmes and activities.
- Experience of building relationships and working with diverse organisations, individuals and networks, including with schools/colleges, volunteers, employers, councils, and voluntary sector organisations.
- Experience of developing and coordinating complex projects and events, in partnership with multiple stakeholders.
- A track record of successfully delivering participatory activities to young people (aged 14-18).
- 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 under pressure.
- Ability to develop clear project visions and goals, and able to articulate these to others.
- Strong facilitation and group work skills, with the ability to engage and involve participants in workshops and group activities.
- Able to create compelling, professional, and accessible resources and tools.

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	Regional Programme Manager
Reports to	Head of Programmes
Salary	£35,550 per annum
Contract	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 communities, ethnic minority 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 fayerounding@sparkcharity.org.uk.

Application deadline

9am, Thursday 22nd September 2022

Interviews

Interviews will take place during the week of the 26th September 2022

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 selection of our hundreds of employer partners



A selection of our dozens of school partners



Some numbers from 2021/22

<p>3948 young people on a Spark! programme or activity</p>	<p>67 schools and colleges participated in a Spark! activity</p>	<p>845 young people matched with a career mentor or work placement</p>
<p>371 businesses and employers engaged as partners</p>	<p>392 volunteers supported delivery of activities and events</p>	<p>20,345 hours of volunteering and work experience given</p>
<p>90% of young people state they are better prepared for work</p>	<p>100% of young people feel more motivated to achieve their goals</p>	<p>98% of young people would recommend a Spark! Career Mentor</p>



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