

**spark!**  
KICK  
STARTING  
CAREERS



**Programmes and Work  
Experience Coordinator**

**Recruitment Pack - October 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


The Programmes and Work Experience Coordinator is a dynamic and varied role working to support the Programmes team in their delivery of fantastic employability events and activities, high-quality work experience placements and other projects.

You will have the chance to work on multiple projects to gain experience of project coordination and working with multiple different stakeholders, including businesses, schools, local partners and most importantly the young people on our programmes.

Until May 2023, your focus will be on helping to deliver the [Hounslow Careers Cluster](#), a programme funded by Greater London Authority delivered in partnership with the London Borough of Hounslow. You will be supporting the delivery, administration and submission of evidence for work experience placements across the borough as well as innovative projects designed to increase local young people's employability.

It's an exciting time to join the team as we move towards a more targeted programmatic approach for young people who will most benefit, whilst integrating work experience into more long-term and impactful approaches for schools.

In order to work effectively with the different stakeholders, you will be an empathetic individual, with an understanding of different needs (e.g. young people, schools, and employer priorities), and you'll be able to respond flexibly to change. You will need an excellent attention to detail, able to work on multiple projects simultaneously, and be committed to ensuring our projects make a real difference in a young person's life.



*"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 purpose of this role is to support the Programmes team to deliver work experience placements, workshops, events, and other employability programmes to a very high standard. You will:

- Work with schools on their work experience projects to efficiently meet the needs of different groups of students and the agreed project deliverables.
- Contribute to the recruitment of businesses and employers to secure hosts for work experience placements.
- Perform quality assurance and ongoing monitoring checks to ensure that each host is ready to host a safe, high quality, and meaningful placement.
- Ensure school relationships are well-managed and maintained, and that delivery of workshops, events and activities are well planned and coordinated.
- Ensure employer partners and volunteers are well prepared, supported, debriefed, and appreciated.
- Assist in the fulfilment of [Hounslow Careers Cluster](#), ensuring the collection and submission of the required supporting documents and evidence.
- Contribute to the development and enhancement of Spark!'s programmes, through pro-active knowledge sharing and feedback.
- Assist where required with the coordination of events, activities and workshops.
- Represent Spark! professionally to beneficiaries, partners and other stakeholders.
- Maintain and continuously improve effective administrative systems and processes in order to maximise organisational efficiency.
- Support your own growth and professional improvement by taking part in professional development



*"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

*We don't expect candidates to have all of the below and would welcome applications from people who fit most of our criteria, alongside an enthusiasm and ability to learn and develop.*

### Experience

- Experience of working on and within youth-centred programmes, preferably with an employability or careers focus.
- Experience of working directly with the education sector and/or youth sector.
- Experience of working with and supporting volunteers, within a purpose-based organisation such as a charity or social enterprise.
- Experience of supporting dynamic relationships with multiple stakeholders, including employers.
- Experience of supporting and/or delivering events and activities with young people and volunteers.
- Experience and knowledge of Hounslow and west London more widely (preferable)
- A background, experience or 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.
- Good 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.
- Able to create professional and accessible resources and tools.
- Able to understand and 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, learning.

## Terms and Conditions

<b>Job title</b>	Programmes and Work Experience Coordinator
<b>Reports to</b>	Work Experience Manager
<b>Salary</b>	£27,550 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.

### 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, people with disabilities, and those with lived experience. We also actively encourage applications from men, as they are currently underrepresented in our team.

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 [georgiaford@sparkcharity.org.uk](mailto:georgiaford@sparkcharity.org.uk).

### Application deadline

9am, Monday 31<sup>st</sup> October 2022.

### Interviews

**Interviews will take place during the week of the 7<sup>th</sup> November 2022.**

### Any questions?

Our Head of Programmes, Georgia Ford, would be happy to respond to any questions you might have about Spark! and this role. You can e-mail her on [georgiaford@sparkcharity.org.uk](mailto:georgiaford@sparkcharity.org.uk).

## A selection of our hundreds of employer partners



## A selection of our dozens of school partners





## Our success in number

**33,948**

young people on a Spark! programme or activity since 2010

**2,724**

Young people placed into local work experience since 2019

**354**

young people with Pupil Premium matched with a Career Mentor

**2,792**

volunteers we've worked with since 2019

**98**

schools and colleges we've supported since 2019

**371**

businesses we've partnered with in 2021/22

**84%**

of young people stated they have a better understanding of employability skills

**90%**

of young people stated that they feel better prepared for the workplace

**100%**

of young people feel more equipped to achieve their career goals



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