

spark!
KICK
STARTING
CAREERS

**Partnerships and Programmes Manager
Recruitment Pack
January 2023**

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 community to:

- create **high quality work experience** placements and internships
- broker inspiring **career mentoring relationships**
- deliver a range of **meaningful employer engagement and 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 dynamic and experienced professional to join our team as our Partnerships and Programmes Manager, leading and delivering our range of employer partner initiatives and our innovative programmes in the community. This will include managing essential relationships with large employer partners and leading a range of inspiring and impactful activities with young people and businesses.

The work will be varied, including frontline delivery, relationship management and project management:

- Lead on all elements of the development, delivery and expansion of our Alternative Provision programme - 'Inspire to Work'.
- Work with the Head of Partnerships to ensure employer relationships are well-managed and maintained.
- Work with the wider team to develop and deliver partnership programmes with employers, including SEGRO, Cisco, Heathrow, GSK and Notting Hill Genesis.
- Cultivate, develop and deliver new employer partnership programmes in our targeted communities, enabling us to reach and impact on young people with barriers to employment.
- Facilitate employability and career workshops and activities with young people, schools, and employers.
- Develop resources, materials, and tools to aid in delivery of our activities, to an exceptional standard.

This position will play a fundamental role in the implementation of Spark!'s 5 year strategy, our growth and our impact. To succeed in this role you will need to be a high-energy person who thrives in a fast-paced working environment, as comfortable facilitating dynamic activities with young people as liaising with senior corporate professionals. You will need to be excellent at building and maintaining relationships, and be driven by having a significant 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 our employer partners and schools to develop and deliver meaningful employer engagement opportunities for young people, facilitate engaging work readiness training and events, and cultivate and develop new opportunities.

- Ensure a very high standard in the delivery of our Alternative Provision internship programme - Inspire to Work. This includes:
 - supporting young people through one-to-one sessions, group work, and workplace insight
 - preparing employer partners to successfully host placements
 - ensuring the school effectively meets the employability need of students.
- Ensure strategic employer relationships are well-managed and maintained, and that delivery of partnership programmes and activities are well planned and coordinated, to ensure a positive and impactful experience for all.
- Facilitate interactive and inspiring employability workshops and events with 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 workshops and activities you deliver.
- Represent Spark! professionally to beneficiaries, partners, and other stakeholders.
- Adhere to Spark!'s safeguarding policies, Diversity, Equality and Inclusion policy, and all other policies which relate to our practice.
- Support your growth and professional improvement by taking part in training and CPD 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

- Substantial experience in the development and delivery of group work, training and facilitation.
- A track record (over three years) of successfully delivering participatory programmes and workshops with young people and young adults (aged 11 - 25).
- Experience of working with and managing relationships with employers and employer volunteers, ideally within a purpose-led organisation, such as a charity or social enterprise.
- Experience of working directly with schools or colleges.
- A background, experience, and knowledge, in one or more of the following areas:
 - Careers and employability development
 - Careers, Enterprise Information, Advice and Guidance (CEIAG)
 - Work experience, internships, and apprenticeships
 - Education
 - Youth work
 - Personal and professional development
- Teaching, youth work or PTLLS qualification, or equivalent (desirable)

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.
- Very strong facilitation and group work skills, with the ability to engage and involve young participants in one-to-ones, 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	Partnerships and Programmes Manager
Reports to	Head of Partnerships
Salary	£37,328 per annum
Benefits	<p>28 days leave (inc. 3 days between Christmas and New Year)</p> <p>2 volunteer days and 1 life event day</p> <p>4% matched pension contributions</p> <p>Flexible working</p> <p>Life insurance and long-term 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 communities and minority ethnic communities, LGBTQ+ people, and people with disabilities. Men are currently underrepresented in our team and we therefore also encourage applications from male professionals.

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.

Application deadline

9am, Monday 20th February 2023

Interviews

Interviews will take place during the week of the 27nd February 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.

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 employment barriers matched with a Mentor

2,792

volunteers have supported our work since 2019

98

schools and colleges have partnered with Spark! since 2019

371

businesses partnered with Spark! 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 mentees feel more equipped to achieve their career goals



spark!

KICK
STARTING
CAREERS

