

spark!

KICK
STARTING
CAREERS



Programme Manager
(SEND and Alternative Provision)
March 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 education to:

- create **high quality work experience** placements and internships
- broker inspiring **careers 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.



"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"

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 launched our 2025 Strategy, which you can [read here](#).

About the role

We are looking for a passionate and experienced professional to join our team as a Programme Manager and Employment Champion, to lead on our Alternative Provision and Special Educational Needs and Disabilities (SEND) services.

In this role you will become our lead on two vital areas of work, to ensure exceptional employability and careers support for some of the most marginalised young people with barriers to employment. You will:

- Lead our 'Inspire to Work' programme, in partnership with [Woodbridge Park Education Service](#) (Hounslow Pupil Referral Unit), providing work placements and transition support for Year 11 students. *NB: We are currently in Year 2 of delivery, and will be onboarding Year 3 young people in the summer term. You can [read the learning and impact report from our pilot year here](#).*
- Develop and deliver our SEND services, resources, and tools to ensure very high standards and impactful delivering for young people.

This position will play a fundamental role in Spark!'s growth and future success, enabling us to expand our reach and deepen our impact for young people who will most benefit from our support.

To succeed in this role you will have the passion, skills and experience required to work directly with neurodiverse young people and those within Alternative Provisions. You will thrive in a fast-paced working environment, with an energy and motivation to have a significant impact on the lives of young people and the future success of charity.



"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."

Role description

You will be responsible for developing and delivering projects with young people, schools and employer partners, ensuring delivery is executed to exceptionally high standards.

- Deliver ‘Inspire to Work’, our Alternative Provision service, in partnership with Woodbridge Park Education Service (Hounslow Pupil Referral Unit).
 - Ensure Year 11 young people are well supported and prepared to fully participate and benefit from one-day a week work placements for 30 weeks, including the facilitation of one-to-one support and group work sessions.
 - Ensure employer partners are well supported and prepared to host their young person throughout their placement, including on-boarding meetings, regular check-ins and work place visits.
 - Ensure the young people are supported to effectively transition into a post-16 employment or education pathway, including fulfilling an ASDAN Accredited Level 1 Employability qualification.
 - You will be required to typically spend up to one day a week at [WPES’s Key Stage 4 site](#) (during term-time), to effectively support students and staff.
 - Seek opportunities to develop new partnerships and collaborations to enhance and grow our Alternative Provision programme, including the creation of new work placement opportunities.
 - Develop delivery frameworks, associated resources, and training materials as required.
- Lead on the development and delivery of our Special Educational Needs and Disability (SEND) services and support.
 - Deliver in-school workshops, events and activities, including employability and career workshops, speed networking and interviews skills sessions.
 - Support industry insight visits and work placements.
 - Develop delivery frameworks, associated resources and training materials as required.
 - Develop new services and support to meet the identified needs of young people and schools.
 - Seek opportunities to develop new partnerships and collaborations to enhance and grow our SEND services.
- Develop and deliver workshops, events and activities to support the wider priorities of the charity.
- 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 programmes and activities you deliver.
- Work with the wider team to quality assure and risk assess work placements as required.
- Develop constructive working relationships with Spark! staff, schools, volunteers and employers.
- Represent Spark! professionally to beneficiaries, funders, partners, and other stakeholders.
- Adhere to Spark!’s code of conduct and safeguarding policies, and all other policies which relate to our practice.
- Support your practice by taking part in personal and professional development opportunities as provided by Spark!

Person specification

Experience

- A track record (over five years) of successfully delivering participatory programmes, support and activities with neurodiverse young people, young people with SEND, and/or those in Alternative Provisions.
- Significant experience of working within the education sector.
- Experience of working in partnership with employers and volunteers.
- 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
 - Youth work
 - Personal and professional development
- Pertinent qualifications, e.g. Certificate in Supporting Learners with Special Educational Needs and Disability (SEND), PGCE, Certificate in Information, Advice and Guidance, Level 4 PTLLS, or similar.

Skills

- Exceptionally high standards in one-to-one and group work facilitation skills, with the ability to engage and involve participants in challenging conversations and group activities.
- Exceptional communication skills, able to speak confidently with young people, teachers, and senior business stakeholders, and confident presenting in front of large groups, including young people of varying ages.
- Excellent relationship builder, with the ability to engage, energise and influence others.
- Highly organised, with an attention to detail, excellent project management skills, and the ability to manage multiple priorities under pressure.
- Able to create compelling, professional, and accessible training 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.
- Positive and solution-focussed.
- Self-assured, with a 'can-do' approach.
- High-energy and thrives in a fast-paced busy environment.
- Welcomes feedback, with a desire to continuously improve and develop.
- A commitment to organisational values - empowerment, collaboration, reliability, quality, and learning.
- Willingness and ability to travel to schools and delivery venues across west London and beyond.

Terms and Conditions

Job title	Programme Manager / Employment Champion
Reports to	Head of Programmes
Salary	£37,328 per annum
Contract	Permanent / Full-time
Line management	None
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 currently based in Brentford, London, and while remote-working is supported, some office-based work is necessary. You will be required to be onsite at WPES’s Feltham site up to one day a week (during term times). Most of our delivery is based in west London, but there is the possibility for delivery in other regions and online.

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 mattlent@sparkcharity.org.uk.

Application deadline

9am, 3rd April 2023

Interviews

You will initially be invited to have an informal conversation with members of the team. In-person interviews will be scheduled shortly after, and will include sample facilitation

Any questions?

Our CEO, Matt Lent, would be happy to respond to any questions you might have about Spark! You can e-mail him on mattlent@sparkcharity.org.uk.

A selection of our hundreds of employer partners



"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!"



Some numbers from our last two years

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



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