



**spark!**  
KICK  
STARTING  
CAREERS

**Partnerships and Mentoring Coordinator  
Recruitment Pack  
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 **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 friendly, 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 consistently reliable and organised professional to join our team in this important post. Your role will have two key parts. Firstly you will work with our Partnerships team to ensure our vital employer relationships and activities are well coordinated and managed, and secondly, you will work with our Mentoring Programme Manager, to ensure the smooth and efficient running of our growing Career Mentoring programme - [CONNECT](#), across west London.

Our partnerships are diverse, and include employers such as GSK, SEGRO, Cisco, Heathrow and The Football Association. Our trust and foundation donors include John Lyons Charity, Charities Aid Foundation, the Greater London Authority, and Inspire Hounslow.

Your role will include:

- Working with our Mentoring Programme Manager, to support all aspects of the delivery of our CONNECT programme, including the coordination of activities, events, and mentee/mentor relationship
- Working with our Head of Partnerships to effectively cultivate and manage key relationship, including ongoing communications with employer partners and funders.
- Supporting our Partnerships and Programmes Manager in managing and coordinating events, project delivery and activities.

To succeed in this role you will need to be an energetic person who thrives in a fast-paced working environment. You will appreciate having multiple priorities and a diverse remit. You will need to be highly organised, pro-active and constantly dependable. You will also need to be a very good writer, and excellent at maintaining relationships, while being motivated by having 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 purpose of this role is to work with partners and funders to ensure our programmes and projects are well supported, managed and implemented. With a primary focus on our career mentoring programme, CONNECT, in west London.

You will:

- Work with the Partnerships team to ensure all existing relationships are well-managed and maintained.
- Ensure that all employer partner programmes are well coordinated and executed, including supporting schools and community events and activities, with young people and volunteers.
- Work with the Mentoring Programme Manager to ensure that that delivery of our CONNECT programme is well planned, organised, and executed, guaranteeing a positive and impactful experience for all.
- Support the Head of Partnerships to identify and cultivate new relationships with businesses and funders, including preparing and submitting funding application proposals.
- Ensure all employer partner volunteers have up-to-date Enhanced DBS checks
- 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 activities.
- Represent Spark! professionally to beneficiaries, partners, and other stakeholders.
- Adhere to Spark!'s safeguarding policies, Diversity, Equality and Inclusion policy, and all other policies.
- Support your growth and professional improvement by taking part in 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 coordinating and supporting partnership projects and activities, with diverse stakeholders.
- Experience of working within a purpose-based organisation, such as a charity or social enterprise.
- Experience of managing and maintaining important relationships with partners, including funders.
- Experience of working directly with the education sector and/or youth services (desirable).
- Experience of fundraising activities (desirable).
- Experience of the coordination of events (desirable).

### Skills

- Excellent relationship builder, with the ability to engage and energise others.
- Excellent communication skills, able to speak confidently with young people, teachers, volunteers, and business professionals.
- Excellent writing skills, with the confidence and ability to support others.
- Highly organised, with an attention to detail and the ability to manage multiple priorities.
- Able to learn quickly and understand complex concepts.
- Able to self-manage, staying motivated and on-task.

### Attitude

- Passionate and enthusiastic about improving young people's lives.
- High-energy and thrives in a fast-paced busy environment.
- Positive and solution-focussed, able to maintain a positive approach to problem solving.
- Self-assured, with a 'can-do' approach.
- Continually reliable, able to fulfil work requirements on time and to expected high standards.
- 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>	Partnerships and Mentoring Coordinator
<b>Reports to</b>	Mentoring Programme Manager
<b>Salary</b>	£28,875 per annum
<b>Benefits</b>	<p>28 days leave (inc. 3 days between Christmas and New Year)</p> <p>6% matched pension contributions</p> <p>Flexible working</p> <p>Life and critical illness insurance</p> <p>Canada Life WeCare employee support package</p>
<b>Location</b>	<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 [ronikabhudia@sparkcharity.org.uk](mailto:ronikabhudia@sparkcharity.org.uk).

### Application deadline

9am, 24<sup>th</sup> April 2023

### Interviews

Interviews will take place during the week of the 1<sup>st</sup> May 2023.

### Any questions?

Our Mentoring Manager, Ronika Bhudia, would be happy to respond to any questions you might have about Spark! and this role. You can e-mail her on [ronikabhudia@sparkcharity.org.uk](mailto:ronikabhudia@sparkcharity.org.uk).

## A selection of our hundreds of employer partners



## A selection of our dozens of school partners





**Our success in numbers** (last updated July 2022)

**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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