



**spark!**  
KICK  
STARTING  
CAREERS

**Programmes and Partnerships  
Coordinator  
Recruitment Pack  
October 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

This is an extremely rewarding job at the heart of impactful partnerships, to directly benefit young people, developing their employability skills, knowledge, experience and access.

We are looking for a consistently reliable and organised professional to join our team in this important post. You will be working closely with the Programmes and Partnerships Manager to ensure our vital employer relationships and school/college activities (mainly across west London) are well coordinated and managed.

Our partnerships are diverse, and include employers such as GSK, SEGRO, Heathrow Airport, The Football Association and Jacobs Engineering. Our trust and foundation donors include John Lyons Charity, Garfield Weston Foundation, the Greater London Authority and Inspire Hounslow.

Your role will include:

- Working with our Programmes and Partnerships Manager to effectively support key relationships, including ongoing communications with employer partners.
- Supporting our Programmes and Partnerships Manager with coordinating employer engagement events and activities.
- Ensuring we effectively celebrate and communicate our partnership projects.

To succeed in this role you will need to be an energetic person who thrives in a fast-paced working environment. You will need to be highly organised, pro-active and constantly dependable. You will also need to have good written communication skills, and excellent at maintaining relationships, while being motivated by having a positive impact on the lives of young people.

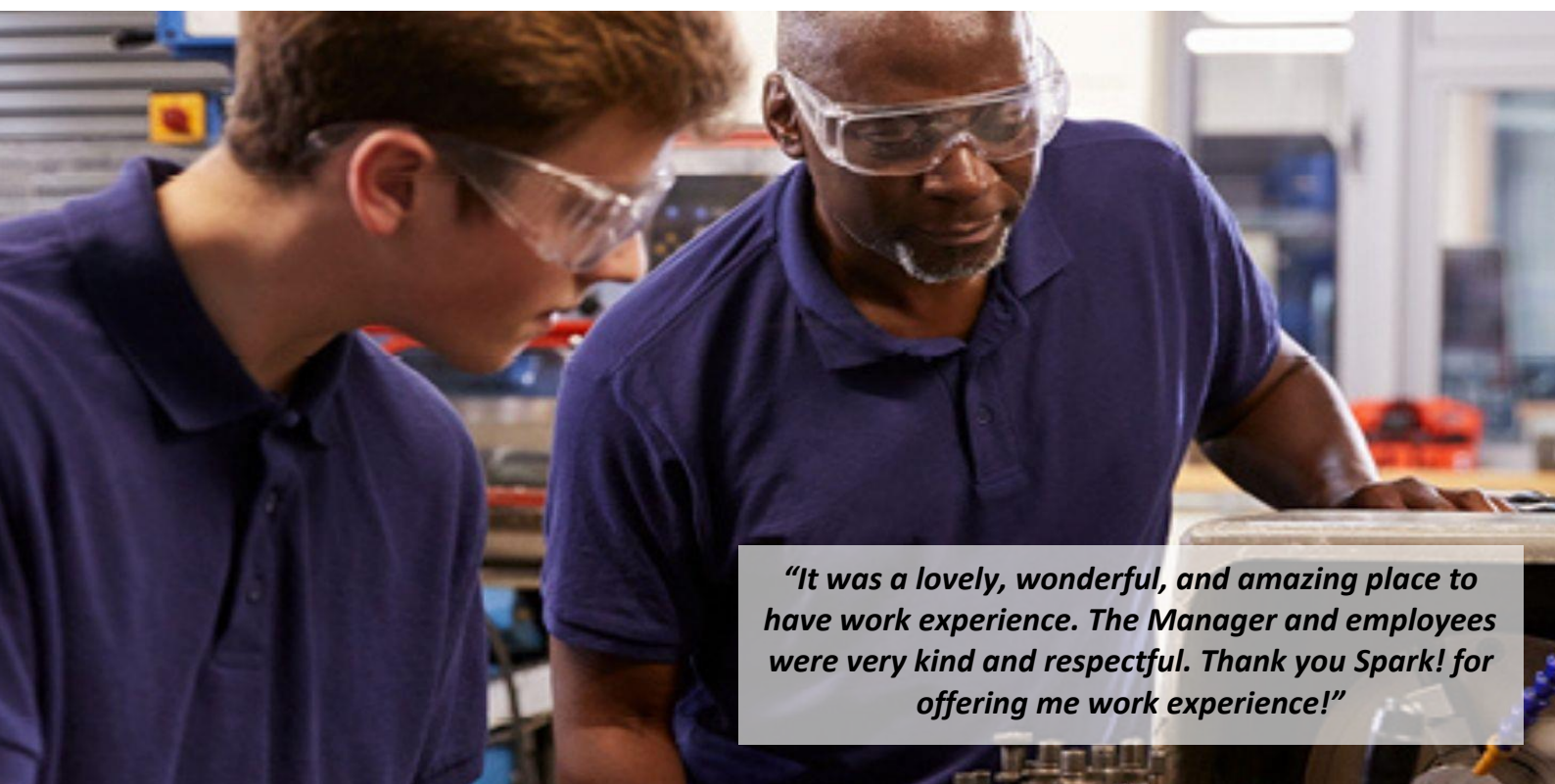
***“I had struggled with finding my voice when it came to my career, as I lacked confidence. It was through the mentoring sessions that I gained the knowledge that I needed, and this boosted my confidence massively”***



## Job description

The main job purpose is to work with our partners and funders to ensure our programmes and activities are well supported, well managed and implemented to an extremely high-standard.

- Work with the Programmes and Partnerships Manager to ensure all existing relationships are well-managed and maintained.
- Ensure that all employer partner programmes are well coordinated and executed, including programme events and activities with schools and young people.
- To be responsible for the successful day-to-day administration of the partnership programmes with schools and support the Programmes and Partnerships Manager with the delivery of programmes.
- To support the Programmes and Partnership Manager to ensure employer partner volunteers are well informed and prepared to support programme and activities.
- To support the Programmes and Partnership Manager to research and identify schools and young people that will most benefit from upcoming opportunities.
- To support with ongoing communications with corporate partners, schools and colleges.
- To keep track, log and maintain Spark! resources and equipment for activities and events.
- Maintain company database by ensuring contacts and projects are logged and updated.
- Acquire an understanding of the work surrounding the youth employment sector and careers education within schools and community organisations.
- 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.
- Provide support to wider Spark! school activities, events and workshops.
- 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.
- Experience of working within a purpose-led organisation, such as a charity or social enterprise.
- Experience of working with volunteers.
- Experience with using online video communication platforms such as Teams, Zoom and Google Meets.
- Experience of planning and coordinating activities and events (desirable).
- Experience of working directly with the education sector and/or youth services (desirable).
- Experience of using social media to support with content for a charity, business or brand (desirable)
- Experience of using CRM systems such as Salesforce, HubSpot and other platforms (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.
- Able to use Microsoft Office Tools to a high standard, including Excel, Word and PowerPoint.
- Highly organised, with an attention to detail and the ability to manage multiple priorities. Knowledge of tools to manage priorities.
- Able to learn quickly and understand new concepts.
- Able to self-manage, staying motivated and on-task.
- Design skills with the ability to use online platform such as Canva, Photoshop (desirable)

### 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.
- Ability to focus on the key administration of vital projects e.g. updating spreadsheets, diary management
- A commitment to our organisational values of; empowerment, collaboration, reliability, quality, and learning.



## Terms and Conditions

<b>Job title</b>	Programmes and Partnerships Coordinator
<b>Reports to</b>	Programmes and Partnerships Manager
<b>Salary</b>	£28,875 per annum
<b>Contract</b>	One year fixed term contract (to be reviewed with an expectation of extension)
<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. Please note we will be relocating our office in 2024.</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 and minority ethnic 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 [rochellelaurencin@sparkcharity.org.uk](mailto:rochellelaurencin@sparkcharity.org.uk).

### Application deadline

**9am, Monday 13<sup>th</sup> November 2023**

### Interviews

**Interviews will take place during the week commencing the 27<sup>th</sup> November 2023.**

### Any questions?

We would be happy to respond to any questions you might have about Spark! and this role.

You can e-mail [rochellelaurencin@sparkcharity.org.uk](mailto:rochellelaurencin@sparkcharity.org.uk).

## A selection of our hundreds of employer partners



## A selection of our dozens of school partners





Some numbers from last year (2022/23)

**3287**

young people on a Spark! programme and activity

**61**

schools and colleges participating in a Spark! programme

**783**

young people matched with a Career Mentor or work experience

**369**

local employers engaging as partners

**778**

volunteers supporting delivery of activities and events

**14,877**

hours of volunteering given

**84%**

of young people stated they have improved employability skills

**90%**

of young people state that they feel more prepared for work

**98%**

of young people would recommend a Spark! Career Mentor



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