

spark!
KICK
STARTING
CAREERS

**Jack Petchey
Foundation**
Inspire • Motivate • Achieve

**Community Engagement Intern
Recruitment Pack
January 2024**

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, find and keep 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.

You can read our 2025 Strategy [here](#).

About the internship

We are looking for a passionate and motivated individual to join our team in this important role as part of the [Jack Petchey Internship Programme](#).

The Community Engagement Internship is a twelve-month paid Internship starting in March 2024, supported by the Jack Petchey Foundation. The successful candidate must be available to take up the post by Monday 25 March 2024.

As part of this role, the successful candidate will be part of the [Jack Petchey Internship Programme](#) with 30 other interns from different youth organisations in London and Essex. This development programme will involve attending a residential launch conference, four professional development workshops through the year and a celebration event at the end of the programme. The successful candidate will receive an extra training bursary of £1,000 for approved training and will be matched with a mentor from another organisation to help support their professional development. The Jack Petchey Internship Programme training days and events will take place in person in London and the successful candidate will be expected to take full part in this programme alongside their role at Spark!

The role at Spark!

In this job at Spark! you will be essential to ensuring the positive and ongoing engagement of wide and varied stakeholders, communities and young people, across the whole organisation and all activities. At every level of the organisation you will help to ensure the opinion, voice, knowledge and experience of our target young people, communities, partners and supporters, drives all that we do, informing our strategy and delivery priorities.

You will be involved in daily communications and engagement, as well as supporting the development and delivery of a range of interactive and productive events and activities. You will work closely with our Communications Manager to support the marketing and promotion of Spark!, driving engagement through social media and digital campaigns, communicating opportunities and successes.

Further, you will work with colleagues across the organisation to design online and digital resources and tools that drive effective and productive community-wide engagement in our work and our approach.

To succeed in this role you will need to be a driven person, willing and able to learn quickly, happy to work in a busy environment, be very organised, and able to function as part of a dynamic team.

Job description

The main job purpose is to support the positive and ongoing engagement of wide and varied stakeholders, communities and young people, across the whole organisation and all activities. At every level of the organisation you will help to ensure the opinions, voice, knowledge and experience of our target young people, communities, partners and supporters, drives all that we do, informing our strategy and delivery priorities.

In this role the Intern will:

- Support the positive engagement of young people at every level of the organisation, ensuring their opinion, voice, knowledge and experience drives all that we do, informing our strategy and our delivery.
- Engage local employers and partners through the development and delivery of a range of interactive and productive events and activities.
- Engage wider stakeholders, including voluntary sector partners, councils, schools/colleges, parents/guardians and funders, through regular communications, encouraging participation and partnership in all aspects of our work.
- Design online and digital resources and tools that drive effective and productive community-wide engagement in our work and our approach.
- Support the marketing and communications of Spark! and our work, driving engagement through social media and digital campaigns.
- Represent Spark! professionally to beneficiaries, partners, and other stakeholders.
- Support your growth and professional improvement by taking part in professional 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

Please note the below are desirable and not essential. Support and training will be provided where needed. Your experience may include voluntary or paid roles.

Experience

- Experience of working with youth-centred programmes and young people.
- Experience of working within a purpose-based organisation, such as a charity or social enterprise.
- Experience of using social media effectively to drive positive engagement.
- A track record of being able to take on responsibilities and work independently.
- Experience and knowledge of one of more west London boroughs (Barnet, Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon, Hounslow).

Skills

- A good 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 digital resources and tools.
- Able to self-manage, staying motivated and on-task.

Attitude

- 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

Job title	Community Engagement Intern
Reports to	Head of Delivery
Salary	£23,933 per annum
Hours	Full-time (35 hours per week)
Benefits	28 days leave (inc. 3 days between Christmas and New Year) 6% matched pension contributions Flexible working (core business hours of 10.30 - 3.30) Life insurance Canada Life WeCare employee support package
Location	Our office is based in Brentford, London. You will do a combination of 3 office days a week (these may include school delivery or meetings) and remote-working.

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.

How to Apply

Please apply by submitting an up-to-date CV and covering letter, of 1 to 2 sides of A4, explaining your motivation for applying and how you fulfil the role specification to fayerounding@sparkcharity.org.uk.

Application deadline

Monday 12th February 2024 at 9am.

Interviews

Interviews will be held between 19th-21st February with a start date no later than 25th March.

Any questions?

Faye would be happy to respond to any questions you might have about Spark! and this role. You can e-mail her on fayerounding@sparkcharity.org.uk.

A selection of our hundreds of employer partners



A selection of our dozens of school partners



Some numbers from our last year (2022/23)

3287

young people on a
Spark! programme and
activity

61

schools and colleges
participated in a Spark!
programme

784

young people matched
with a career mentor or
work placement

369

local employers
engaged as partners

774

volunteers supported
delivery of activities
and events

14,877

hours of
volunteering given

89%

of young people would
recommend Spark!
work experience

85%

of young people state
that they feel more
prepared for work

98%

of young people would
recommend a Spark!
Career Mentor

spark!

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