



**spark!**  
KICK  
STARTING  
CAREERS

**Trustee Recruitment Pack**  
2024/25

## **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.

## Welcome to Spark!



Thank you for your interest in the role of Trustee on the Spark! Board.

At Spark! we believe it is possible for every young person to be ready, equipped, motivated and able to enter the world of work.

We work in partnership with schools and colleges, and alongside a large and diverse range of employers and funders, **enhancing young people's employability skills, knowledge, experience and access**, so that they are better prepared for and able to effectively transition into the workplace, finding and keeping a job.

We do this by:

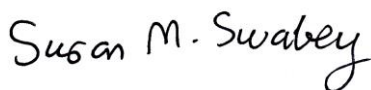
- delivering a diverse range of **meaningful employer engagements** and employability skills development opportunities
- creating **high quality work experience** placements and internships
- brokering and empowering inspiring **career mentoring relationships**
- providing access to our **online employability and careers portal**
- supporting **transitions into work**

Our approach is **place-based**, meaning we are embedded in the communities we serve with **a deep knowledge and understanding of the needs**, challenges and opportunities, establishing long-term, cross-sector and local relationships and collaborations.

Led by our CEO, Matt Lent, since 2020, we are a growing, motivated and passionate team who are more determined than ever to reach our target young people and to have a deeper impact on their employment prospects and life chances. With an ambitious [4-year strategy](#) in place, we are now looking confidently towards the future.

A key element of our success is having an engaged and committed Board, and we particularly welcome applications from people with relevant lived experience and those who reflect the diverse communities we serve.

Yours sincerely

A handwritten signature in black ink that reads "Susan M. Swabey".

Susan Swabey  
Chair, Spark!

## Our history

### 1980

A group of business people and the London Borough of Hounslow's Education Department together created the 'Industry Education Working Group' (IEWG).

### 1989

The IEWG became the Hounslow Education Business Partnership (HEBP). HEBP, and the IEWG before it, forged close links with contacts in schools across Hounslow; ensuring that as many students as possible were engaged with a diverse range of career services.

The staff of HEBP would later be based at the London Borough of Hounslow, with direct input from schools, companies, the Careers Service and other West London training organisations.

### 2010

We obtained charitable status and began trading as 'Hounslow Education Business Charity'.

### 2011

The Department for Education abolished funding for Education Business Partnerships. The staff and assets of Hounslow Education Business Partnership (HEBP) were formally transferred to the Hounslow Education Business Charity.

### 2012

We rebranded as Spark!, established to operate in Hounslow, across west London, and beyond.

### 2021

A new strategic approach, alongside a new vision, mission and values were established and published, with a priority focus on building place-based partnerships across the 7 west London boroughs (Barnet, Brent, Ealing, Hammersmith and Fulham, Harrow, Hillingdon and Hounslow), alongside the objective of developing high impact services directed towards young people who had been identified as being at risk of becoming 'Not in Employment Education and Training'.



*"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"*

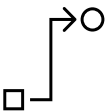
## Our 4-year strategic priorities

### INCREASE REACH



We will actively seek to increase the numbers of communities, young people, and businesses with which we work, and to build a 'place-based approach' in identified regions of need which are currently under-served.

### IMPACT



In all that we do we aim to have as high an impact as possible on beneficiaries. We will continuously and rigorously assess and measure the value of our work and our delivery, with the objective of constant improvement in service of our targeted young people and partners.

### INNOVATE AND LEARN



As a learning organisation we will continue to test and iterate new and impactful approaches, sharing learning, and further developing models that are the most viable. We will maximise our long-standing and embedded relationships in the London Borough of Hounslow, acting as a beacon of innovation and excellence; from where we can learn, replicate, and scale initiatives and programmes, wherever need is identified.

### IMPROVE



We understand that however well we are performing as a team and an organisation, we can always make incremental improvements to systems, processes, and our delivery. We are therefore committed to quality assurance and to continuously striving to be the best at what we do, ensuring effective and efficient systems to allow us to function to an exemplary standard.

### INFLUENCE



As part of a community of providers we appreciate that Spark! can offer significant value to young people by understanding what works, sharing our learnings, and supporting others to excel, in order that we might influence systemic changes to achieve our wider vision.

[You can read our full 2021-2025 strategy here](#)

## Some of our employer partners



## Some of our funders and community partners



## Some numbers from our last year (2023/24)

**5338**

young people on a Spark! programme and activity

**58**

schools and colleges participated in a Spark! programme

**835**

young people matched with a career mentor or work placement

**406**

local employers engaged as partners

**619**

volunteers supported delivery of activities and events

**16,303**

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

You can read our [2023/24 Reach and Impact Report here](#)



*"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!"*

## About the role

We are growing and are seeking to strengthen our Board through the appointment of 5 new trustees with a passion for supporting young people in to pathways towards meaningful and sustained employment and rewarding careers.

<b>Title</b>	Trustee
<b>Term limit</b>	3 years (up to a maximum of 3 terms)
<b>Salary</b>	Unremunerated (reasonable travel expenses paid)
<b>Annual Commitment</b>	<ul style="list-style-type: none"> <li>– 4 x Board Meetings</li> <li>– Trustee strategy day</li> <li>– Annual Awards</li> <li>– Team / Trustee social</li> <li>– Other activities may include sub-committee meetings, attendance at events and representation as required.</li> <li>– Spark! relies on hundreds of volunteers to deliver our work and there is an expectation that Trustees will volunteer for at least one youth-facing workshop, activity or event each year.</li> </ul>
<b>Location</b>	Our office is based in White City, London and Trustee meetings are held in-person, other than exceptional circumstances

We are particularly looking for trustees who can demonstrate skills or experience in one or more of the following areas to enhance our Governance.

1. **Local Government experience**, ideally from a west London area in where we prioritise our work, so we are able to maintain our council links and a local Government perspective.
2. **Experience within the education sector**, particularly relating to education policy and careers provisions, so that we stay attuned and aware of relevant education developments.
3. **Experience of policy**, lobbying and campaigning, ideally on matters related to young people, employment or education, with relations in Central and Local Government.
4. **We are also seeking another Young Trustee** (under 25 years old) to represent youth voice on our Board. Ideally this will be someone with relevant lived experience and/or has participated in Spark! programmes.

We would not expect any applicants to have experience in all the above areas but we intend to build a balanced Board, collectively bringing the above skills and experiences to our Governance structures.

We also welcome candidates with links to our priority areas of Barnet, Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon and Hounslow, and from those **with backgrounds that reflect the diversity of the communities we serve.**

Applications from first-time trustees are welcomed and we will provide training and support on the role.



## Responsibilities

- To ensure Spark! complies with its governing document, charitable objectives, and all other relevant legislation and regulations
- To ensure Spark! delivers its public benefit, as defined in its governing document
- To ensure Spark! remains financially stable, and manages its assets effectively in pursuance of its objectives
- To be familiar with Spark!'s policies, ensuring they are implemented and regularly reviewed
- To safeguard and promote Spark!'s reputation, brand and values
- To provide oversight and guidance to ensure Spark! maintains and works towards fulfilling its mission and vision
- To attend and fully participate in Board meetings, strategy days and major events
- To fulfil all legal requirements of the role of charitable trustee

## Essential criteria

- A commitment to realising Spark!'s mission
- Experience of effective, fair and impartial decision-making
- Experience of strategic development and implementation
- Experience aligning with our Governance priorities (see previous page)
- A willingness to devote the necessary time and effort to the duties of effective trusteeship

## Desirable criteria

- Experience of operating at Board or Committee level, either executive or non-executive
- Experience of the charity sector
- Some experience, knowledge and understanding of state schools and colleges
- Experience of income generation, policy, marketing and communication, or digital

## 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, to [mattlent@sparkcharity.org.uk](mailto:mattlent@sparkcharity.org.uk).

## Application deadline

We are recruiting Trustees throughout 2024 and will close recruitment once all appointments have been made.

## Interviews

Following your application we will be in touch within 2 weeks to arrange an informal conversation and if we progress, we will schedule a formal interview with our Chair and another Trustee at a time of mutual convenience.

## Any questions?

Our CEO, Matt Lent, would be happy to respond to any questions you might have about Spark!, please feel free to e-mail him at [mattlent@sparkcharity.org.uk](mailto:mattlent@sparkcharity.org.uk).



*"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."*