



Programme Officer – Job description

Contract period: Fixed term to 31st August 2022 (with possibility of extension)

Hours: Full time

Salary: £22,000 - £25,000 per annum

Reporting to: Programme Manager

About Inspire

Inspire is a Hackney-based charity supporting young people to create a positive future for themselves. We connect young people with the world of work, challenge stereotypes and celebrate local talent.

Founded in 2004, we open doors for young people aged 3-24 in Hackney and beyond, through a range of programmes which help them to raise their aspirations and achievement levels.

With a team of 30 staff and an annual turnover of £1 million, we work with schools across Hackney, Camden and Islington, supporting thousands of young people each year with volunteers from a huge network of employers. In 2014 we established our independent school Inspired Directions, which offers alternative provision for learners whose needs cannot be met within mainstream education.

Our team is a diverse, passionate and talented group of individuals driven by our values:

- **Commitment** – we are dedicated to our work and our cause
- **Collaboration** – building networks and partnerships to help us achieve our goals
- **Community** – driven by the experiences of young people growing up in our communities
- **Creativity** – innovating to meet the needs of young people
- **Inclusivity** – celebrating diversity and providing support regardless of ability
- **Impact** – making a practical difference to young people's lives

Safeguarding Statement

Inspire is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults in its care. We will take every reasonable step to ensure that children, young people and vulnerable adults are protected where our staff and associates are involved in the delivery of our work. As an employer, we expect all staff and volunteers to share this commitment; and as such an enhanced DBS check will be required and safeguarding training will be provided for the successful candidate.

Purpose of the role

Working with mainstream and additional needs schools and colleges in Hackney and surrounding boroughs to deliver high quality work-related programmes for their students, including work experience placements and in-school employability and enterprise programmes.

Responsibilities

The post will involve:

1. **Employer Engagement:** To recruit, retain and expand the number and range of employers and employer volunteers supporting Inspire's work with schools.



- Proactively researching and engaging employers from particular sectors, to ensure there is a sufficient supply of organisations willing to take students on placements and provide volunteers to support one-day programmes in schools.
- Developing and maintaining positive relationships with employers through regular telephone, email and face-to-face contact to maintain their interest in Inspire and ongoing commitment to support Inspire's programmes.
- Supporting employers to provide effective and tailored work experience placements for young people, including those with special educational needs or emotional and behavioural difficulties through guidance, design of relevant material and training.
- Undertaking pre-placement checks for work experience placements to ensure the providers meet the requirements to host students on placements (training will be provided).
- Designing and delivering briefings, providing advice and guidance to ensure all volunteers are prepared in advance for their volunteering activity

2. **Programme Delivery:** To ensure the high-quality delivery of assigned Inspire programmes, activities and services to meet the needs of young people and achieve agreed delivery targets, standards and health and safety requirements.

- Delivering assigned work-related learning and enterprise programmes, activities and services to achieve agreed outcomes and meet our service level agreement commitments, in accordance with Inspire's health and safety and quality frameworks.
- Building and maintaining positive, proactive relationships with school and college staff, to ensure effective two-way communication and maintain high levels of satisfaction with the support and service provided.
- Taking account management responsibility for a portfolio of Inspire's schools, colleges and employers, communicating regular updates and any major concerns to Programme Managers as required.
- Providing training to school staff on Inspire's programmes and processes, including key online systems as required.
- Delivering effective and engaging briefings and assemblies to groups of students (ranging from 15– 240 young people).
- Where programme activities take place out of school, carrying out health and safety checks and risk assessments, as necessary, to ensure that the necessary standards and precautions are adhered to.
- Ensuring all programmes are evaluated and completing reports following programme delivery
- Ensuring all required monitoring information and associated evidence is collected in a timely and accurate manner and carrying out administrative tasks to ensure the smooth delivery of programmes.

3. **Programme Development:** To ensure Inspire can both initiate and develop new ideas and respond quickly, effectively and creatively to new opportunities.

- Supporting the design and development of new and innovative programmes that meet the needs of learners.
- Updating existing programme materials in response to feedback from young people and teachers and working with the Programme Managers to contribute ideas for new programme materials.
- Supporting and informing the longer-term sustainability of projects and programmes.



4. **General:** To provide support to Inspire's wider activities and development.

- To keep abreast of government policy around careers education and work-related learning and share good practice.
- To represent Inspire at external events relevant to the post as and when required and help to maximise PR opportunities for Inspire's programmes.
- To take part in Inspire's Performance Review system, actively contribute to team meetings and take up opportunities for your own continuing professional development.
- To carry out any other duties that may be reasonably be requested which are in line with the purpose and level of the post.

Person Specification

Essential

- **Collaborative:** excellent interpersonal skills and ability to work both as part of a team and independently.
- **Impactful:** excellent attention to detail.
- **Committed and community-focused:** demonstrable commitment to the aims and purpose of Inspire and interest in working with young people in our boroughs.
- **Creative:** innovative and flexible approach to work and delivery.
- **Inclusive:** celebrating diversity and providing support regardless of ability.
- Qualified to degree level/Advanced Apprenticeship level 4 or equivalent experience.
- Previous experience working with young people in a group setting.
- A passion for providing vital work-related experiences for young people.
- Knowledge of how schools operate.
- Awareness of equalities issues in our local area.
- Excellent time management and organisation skills.
- Ability to manage high volume work with conflicting pressures and deadlines.
- Confident communication skills with the ability to persuade and negotiate effectively.
- Ability to build and sustain positive, professional relationships with a range of individuals from young people to employers.
- Ability to deliver engaging presentations to groups of people.
- Good initiative, with a willingness to learn and a positive, 'can do' attitude.
- Excellent ICT and administration skills and the ability to keep accurate database records.

Desirable

- Working in partnership with employers or corporate partners.
- Previous experience working with young people who have additional needs
- Previous experience in education, training, sales or recruitment sectors.
- Delivering employability sessions to groups of young people or adult learners.
- Previous experience working in a multi-cultural setting.
- Experience planning and delivering projects.