

## Programme Delivery Officer Flexible staff

### **Inspire! Education Business Partnership:**

Founded in 2004, Inspire! is an Education Business Partnership that supports and opens doors for young people aged 3-24 from Hackney and beyond. Through a range of programmes, we provide thousands of young people with the skills they need to access and succeed in the world of work. We support and inform their aspirations, raise achievement levels and enhance social mobility, giving young people access to a world of choices that may otherwise have remained out of reach.

Since its establishment, Inspire! has grown rapidly and now employs 30 staff, with a turnover of £1.2m per annum. Currently working with 42 schools, more than 12,000 young people take part in our programmes every academic year, involving over 750 volunteers from our network of employers. In 2014 we established our independent school, The Inspired Directions School, offering alternative provision for a growing number of learners whose needs cannot be met within mainstream education.

**Our Vision:** For all young people to be empowered to reach their full potential, realise their ambitions and build fulfilling careers and lives.

**Our Mission:** To develop the skills, confidence and motivation of young people in Hackney and beyond. Working in partnership with businesses, education providers and the community, we inspire, support and open doors for young people: improving their access to the world of work, raising achievement levels and enhancing their future career prospects and lives.

### **Our Values:**

Our staff are **Committed** – we are dedicated to our work and our cause; **Caring** – we believe all young people deserve to be heard and supported and **Collaborative** – we build partnerships and networks to help us realise our goals

Our work is **Excellent** – we deliver high quality programmes that achieve these aims;

**Creative** – we innovate to meet the needs of young people as they arise and **Impactful** – we make a practical, tangible difference to the lives of young people

### **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. All members of contract staff are required to undergo an enhanced DBS check for this role.

### **Summary of role**

Programme Delivery Officers are key to ensuring the successful delivery of our work related learning programmes in both Primary and Secondary schools. The role involves delivering engaging sessions to young people and/or supporting business volunteers to deliver sessions to young people.

Programme delivery takes place in Hackney and neighbouring boroughs and within school settings as well as business workplaces.

## **Responsibilities**

**Delivery:** To ensure the high quality delivery of assigned Inspire! programmes, activities and services to meet the needs of Primary and Secondary schools, colleges and young people and achieve agreed delivery targets, standards and health and safety requirements.

**Project Evaluation and Development:** To ensure Inspire! is able to initiate and develop new ideas and respond quickly, effectively and creatively to new opportunities, and that programmes are robustly evaluated by participants

**Volunteer Support:** To support and train volunteers who are supporting Inspire!'s work in schools and on workplace visits:

## **What we are looking for:**

Freelance workers with:

- Experience of working in a multi-cultural education, youth work or community setting.
- Experience of working with vulnerable young people and/or young people who are NEET or at risk of becoming NEET
- Experience of working with schools
- Experience of working with volunteers and/or in partnership with the private sector/corporate partners.
- Knowledge of good practice in work-related learning, employee volunteering and / or education business link activities
- Excellent planning and organisational skills
- Strong communication and presentation skills.