

**Programme Support Officer– Work Experience**  
**Job Description**

**A. Conditions of Service**

<b>Hours:</b>	37 hours per week
<b>Annual leave:</b>	28 days per annum, plus bank holidays
<b>Term of employment:</b>	Permanent
<b>Reporting to:</b>	Programme Officer – Work Experience
<b>Location:</b>	Hackney, London

**B. Background**

**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

## **C. 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

## **D. Summary of Role**

Working in Inspire!'s Work Experience team, the post holder will work with a range of employers to secure high quality work experience placements for students in Hackney and beyond, as well as supporting the work of the wider team.

## **E. Responsibilities**

### **1. Employer engagement**

- 1.1. Canvassing, researching and engaging employers from particular sectors to ensure there is a sufficient supply of organisations willing to take young people on work experience placements and to support Inspire!'s wider work
- 1.2. 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 offer placements and support young people
- 1.3. Undertaking pre-placement checks and providing support and guidance for new and existing work experience providers to ensure they meet the requirements to host students on placements (training will be provided)

### **2. Programme Delivery and Administrative Support**

- 2.1. Liaising with the wider team to send out employer notifications for work experience placements in accordance with deadlines.
- 2.2. Assisting the team with preparation of resources for employability programmes within schools and supporting the event coordination on the day.
- 2.3. Where necessary, delivering engaging briefing presentations to students in schools and colleges to ensure they are prepared for their work experience placements.
- 2.4. Collating feedback from employers, schools and students for end of year reports in a timely and accurate manner.
- 2.5. Ensuring all employer records on the central database, *Link2*, are accurate and up to date (training will be provided).
- 2.6. Ensuring all volunteer records are accurate and up to date on *Salesforce* for employability programmes (training will be provided)

**3. General**

- 3.1. To keep abreast of government policy around work experience and share good practice.
- 3.2. To attend external events relevant to the post as and when required and provide support related to Inspire!'s wider activities and development
- 3.3. To attend and contribute to Inspire! team meetings and development days
- 3.4. To take part in Inspire!'s Performance Review system and take up opportunities for your own continuing professional development
- 3.5. 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:

- Qualified to Level 3 standard or equivalent experience.
- Excellent time management, organisation and administration skills, including the ability to meet targets and manage conflicting deadlines.
- Confident communication skills with the ability to persuade and negotiate effectively.
- Ability to build and maintain positive, professional relationships with a range of individuals and organisations and to manage their expectations.
- Good initiative, with a willingness to learn and a positive, 'can do' attitude.
- Good IT, numeracy and literacy skills and ability to keep accurate, up-to-date database records.
- An understanding of the importance of work experience for young people and knowledge of how schools operate.
- **Collaborative:** excellent interpersonal skills and ability to work both as part of a team and independently.
- **Excellent and Impactful:** excellent attention to detail
- **Caring and Committed:** demonstrable commitment to the aims and purpose of Inspire! and interest in working with young people
- **Creative:** innovative and flexible approach to work and delivery.

### Desirable:

- Previous administrative experience or work within a sales environment.
- Working with young people, either in a paid or voluntary capacity.
- Experience presenting to large groups of people.