

Programme Officer– Secondary and Additional Needs

Job Description

A. Conditions of Service

Salary:	£22,000 - £25,000
Hours:	37 hours per week
Annual leave:	28 days per annum plus bank holidays
Term of employment:	Permanent
Reporting to:	Programme Manager – Secondary
Location:	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. Purpose of 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.

E. 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 the 11-19 age group.
 - 1.1. Proactively researching and engaging employers from particular sectors, in line with team objectives, to ensure there is a sufficient supply of organisations willing to take students on placements and provide business volunteers to support one-day programmes in schools.
 - 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 support Inspire!'s programmes.
 - 1.3. 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.
 - 1.4. Undertaking pre-placement checks for work experience placements to ensure the providers meet the requirements to host students on placements (training will be provided).
 - 1.5. Designing and delivering volunteer briefings, providing advice and guidance to ensure all business volunteers are prepared for their programme delivery in advance of the day.
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.
 - 2.1. 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.
 - 2.2. 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.
 - 2.3. Taking account management responsibility for a small portfolio of Inspire!'s schools, colleges and employers, communicating regular updates and any major concerns to Programme Managers as required.
 - 2.4. Providing training to school staff on Inspire!'s programmes and processes, including key online systems as required.
 - 2.5. Delivering effective and engaging briefings and assemblies to groups of students (ranging from 15– 240 young people).

- 2.6. 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.
 - 2.7. Ensuring all programmes are evaluated by students, and completing reports following programme delivery, to inform the further development and potential expansion, where appropriate, of key programmes and activities.
 - 2.8. 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.
- 3.1. Providing feedback on the relevance and quality of all programme and project activities and supporting the design and development of new and innovative programmes that meet the needs of 11-19-year-old learners.
 - 3.2. Updating existing programme materials in response to feedback from young people and working with the Programme Managers to contribute ideas for new programme materials.
 - 3.3. Supporting and informing the longer-term sustainability of projects and programmes
4. **General:** To provide support to Inspire!'s wider activities and development.
- 4.1. To keep abreast of government policy around careers education and work-related learning and share good practice.
 - 4.2. To line manage and coordinate the workload of a Programme Support Officer in the team.
 - 4.3. To represent Inspire! at external events relevant to the post as and when required and help to maximise PR opportunities for Inspire!'s programmes
 - 4.4. To take part in Inspire!'s Performance Review system, actively contribute to team meetings and take up opportunities for your own continuing professional development
 - 4.5. To carry out any other duties that may be reasonably be requested which are in line with the purpose and level of the post

F. Person Specification

Essential

Our values:

- **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.

- Qualified to degree level/Advanced Apprenticeship level 4 or equivalent experience.
- Previous experience working with young people aged 11-19 years old in a group setting.
- An understanding of the importance of 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.