



## Programme Delivery Officer – Job description

**Hours:** Flexible

**Salary:** £15 per hour

### 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 successful candidates.

### Purpose of the role

To provide flexible delivery support to the team, delivering high quality work-related programmes in schools in Hackney and surrounding boroughs, including work experience placements, workplace visits and in-school workshops.

### Responsibilities

The post will involve:

1. **Programme Delivery:**
  - Delivering assigned work-related learning activities to achieve agreed outcomes and meet our service level agreement commitments, in accordance with Inspire’s health and safety and quality frameworks.
  - Designing and preparing resources and materials for workshops.
  - Ensuring all programmes are evaluated following programme delivery.
  - Carrying out administrative tasks to ensure the smooth delivery of programmes.



## 2. Employer Engagement:

- Researching and engaging employers to host students on placements and provide volunteers to support one-off programmes in schools.
- Designing and delivering briefings to ensure all volunteers are prepared in advance for their volunteering activity.

### Person Specification

Freelance workers with:

- Experience of working with young people in a multi-cultural education, youth work or community setting.
- Experience of working with schools.
- Experience of working with volunteers and/or corporate partners.
- Knowledge of good practice in work-related learning, employee volunteering and/or education business link activities.
- Excellent planning, organisational and time management skills.
- Strong communication and presentation skills.
- Ability to build positive working relationships with a range of people and work effectively as part of a team.
- Good ICT skills including the ability to use databases.
- Adaptable approach to your work with a 'can-do' attitude.

Desirable:

- Experience of working with vulnerable young people and/or young people who are NEET (Not in Education, Employment or Training) or at risk of becoming NEET.