

JOB DESCRIPTION

Job Holder	
Job Title	Schools & Programme Intern
Location	London Scottish House
Reports to	Senior/Programme Manager
Direct reports	N/A

Main Purpose of the Role: (Job Summary)

- To support the delivery and development of an effective programme of activities for young people.
- To support the development of effective long-term working relationships with schools.
- To support the team to enlist, manage and coordinate support of local industry partners.
- To provide administrative support relating to the registration, monitoring and evaluation of young people who take part in the programmes and activities organised by Construction Youth Trust.
- To support the local schools partnership cluster.

We are seeking an individual who is passionate about young people and is eager to gain valuable experience in the charity sector.

Key Tasks and Responsibilities: (Job Content)

To support the delivery and development of an effective programme of activities for young people as directed by Senior Programme Manager

- Broker and facilitate employer engagement activities, liaising with schools and employer partners to ensure delivery. Activities could range from in-school sessions to work placements and workplace visits. · Brief and support industry volunteers where necessary.
- Recruit and engage young people onto immersive world of work programmes.
- Co-deliver and deliver activities as necessary, including the administration of course handbooks for the purposes of external accreditation.
- Support the development of additional and improved curriculum and resources.
- Ensure all activities are delivered in accordance with the Trust's policies on safeguarding, health & safety, confidentiality, data protection, equal opportunities etc.

To support the development of effective long-term working relationships with schools

- Proactive contact, engagement and recruitment of schools.
- Work with the team to engage the buy-in of school leadership team, careers leads and teaching staff.
- Assist the collection of ongoing evaluation from schools, and respond to school feedback and troubleshoot. Provide administrative support to team in planning and developing an inspiring, deliverable programme of whole-school employer engagement to inspire and engage young people.
- Supporting the recruitment and engagement of young people on to the programme.

To support the team to enlist, manage and coordinate support of local industry partners

- Work with the team to gain the support of and motivate industry partners to engage and inspire young people through employer engagement activities in school.
- Work with industry partners to identify a pipeline of future labour needs, including real employment and training opportunities (i.e. apprenticeships) to connect young people to.
- Attend and support local construction forums where relevant.

To provide administrative support to team to support the registration, monitoring and evaluation of young people who take part in the programmes and activities organised by Construction Youth Trust.

- Keep detailed records of the team's activities and programmes.
- Ensure the relevant data is captured for the purposes of monitoring and evaluation.
- Work closely with the Data & IT Coordinator to analyse data for the benefit of the organisation as a whole.

To support the local schools partnership cluster.

- Maintain and establish good working relationships with local stakeholders as relevant, such as the Local Authority, Social Services, community groups, FE institutions and training providers.
- Represent the Trust at local networking opportunities.
- Develop good working knowledge of the local post-16 and post-18 destinations for young people.

Safeguarding:

Construction Youth Trust takes the safeguarding of young people extremely seriously and all Trust staff have a duty to protect the welfare of young people with whom we work. All staff have responsibility to act in accordance with the Trust's safeguarding policy and protocols at all times.

CRM:

Construction Youth Trust is committed to ensuring all relevant information being promptly recorded and updated on the Trust's CRM system. All staff have responsibility to ensure a good working knowledge of the CRM system and to update the database promptly and accurately.

I confirm that I have read the above job description and I fully understand and accept the role and responsibilities as described.

Job Holder: (Name/Signature)

Date: