

### Job Description

<b>Job Title:</b>	ASK Project Coordinator
<b>Reports to:</b>	Schools Engagement Manager
<b>Location:</b>	19 Quantum House, 22 – 24 Red Lion Court, Fleet Street, EC4A 3AB
<b>Purpose:</b>	An exciting opportunity to join our Schools Team and delivery of the <a href="#">Apprenticeship Knowledge and Support</a> project (“ASK”) as we move into our second year of funding. The ASK Project Coordinator will be responsible for working closely with school teachers and careers advisors, organising and delivering in-school sessions primarily to young people aged 15-18 to raise awareness of apprenticeships.
<b>Remuneration:</b>	£21.5k per annum pro rata
<b>Additional Terms:</b>	30 days paid holiday, pro-rata
<b>Appointment Terms:</b>	Full time contract to 31 <sup>st</sup> July 2018 (with possible extension)
<b>Start Date:</b>	Immediate start

The Education and Employers Taskforce charity was launched on the 15th October 2009 with the aim of ‘ensuring that every school and college has an effective partnership with employers to provide its young people with the inspiration, motivation, knowledge, skills and opportunities they need to help them achieve their potential and so to secure the UK’s future prosperity’.

The charity delivers this through pioneering research into the effectiveness of employer engagement for young people and children and through programmes and campaigns to support volunteers from the world of work give their time with local schools improving young people’s opportunities. This includes our flagship Inspiring the Future platform as well as Inspiring Governance Programmes. Inspiring the Future is a free service whereby people from all levels; apprentices to CEOs and a range of job roles; archaeologists to zoologist from around the country pledge one hour a year to volunteer to go into state schools and colleges to talk about their jobs, careers, and the education routes they took.

#### **Apprenticeship Knowledge & Support Project (“ASK”)**

The landscape of Apprenticeships is rapidly changing with apprenticeships offering a credible alternative to further education as a pathway into careers including the ability to gain a degree. At Education and Employers, we believe it’s important for young people to be provided with a wide range of role models and information about different jobs and the pathways to access them. The ASK project aims to deliver apprenticeship information to young people in years 10 – 13 ensuring they are aware of all the options open to them. In 2017-18, Education and Employers is continuing

to deliver the project for London and the South region with ambitious targets to reach thousands of young people. ambitious targets to reach thousands of young people.

### **Job description**

The ASK Project Coordinators work together as part of the Inspiring the Future Schools Engagement Team delivering the project across London and the South. This is our second year of delivering the project and we have ambitious targets to reach over 1,000 schools, teachers and parents; and 75,000 young people. This is a fantastic time to join the team and ultimately support the charity in its aims of ensuring young people have access to a broad range of information about future careers and pathways to access them.

The role will specifically focus on delivery of the ASK project within Greater London based in the charity's office near Fleet Street. Working with schools and colleges, the successful candidate will be expected to travel regularly as part of their stakeholder engagement and arrange and deliver in school sessions to young people aged 15-18 to raise awareness of apprenticeships and assist with tasks related to the delivery of the project including delivering sessions for teachers and parents.

This challenging role is an exciting opportunity to really build on professional skills including delivering excellent customer service for our community of teachers and careers advisors; delivering engaging presentations to students and teachers; managing relationships at varying levels and working efficiently to support the achievement of key targets. The role requires someone with strong communication skills and with strong organisational and administrative skills. professional skills including delivering excellent customer service for our community of teachers and careers advisors; delivering engaging presentations to students and teachers; managing relationships at varying levels and working efficiently to support the achievement of key targets. The role requires someone with strong communication skills and with strong organisational and administrative skills.

Education and Employers is a small charity working at a rapid pace to bring about change and the ideal candidate will be able to absorb key information quickly, work well independently and within a small team in a dynamic working environment.

### **Key Accountabilities**

#### *Coordination & Planning*

- Supporting the coordination and booking of school sessions and being responsible for the planning and logistics of own events
- Working with teachers and careers advisors to assess their school/college apprenticeship delivery to date and organising a plan of support for the academic year.
- Sourcing Inspiring the Future volunteers to support in-school events as needed

*Delivery of sessions*

- Delivering presentations to students from small groups to larger assemblies to raise awareness of apprenticeships, including as appropriate Inspiring the Future volunteers who have taken an apprenticeship route
- Delivering workshops to students in supporting them to register and apply for apprenticeships
- Delivering awareness raising sessions to parents and teachers
- Attendance at careers fairs and larger events

*Reporting & Administration*

- Supporting collation and updating of data received from students, teachers and parents following in school sessions
- Updating the project database with event information
- Preparing regular progress reports on completed sessions and attending regular meetings with the team (either online or in person)
- Other ad hoc administrative tasks to support successful delivery of the project

**Other**

- Assisting schools with registering for Inspiring the Future and dealing with general enquiries from teachers about the programme
- Other ad hoc administrative tasks to support the team as needed

**Person specification**

***Skills/ Knowledge/ Expertise***

*Essential*

- Good level of education, demonstrating capability in producing written content to a high quality. Comfortable and confident in working with data.
- Strong interpersonal, relationship building and presentation skills with experience of presenting to younger audiences.
- Excellent external facing customer service skills – ability to engage confidently and sensitively with schools and at a range of levels of seniority up to and including head teacher level
- Strong organisational and administrative skills including close attention to detail and effective time management
- Proven ability to work as both a team member and independently
- An articulate and confident communicator who is influential, and effective in presenting a concept
- Demonstrable experience of managing a diverse workload; being able to prioritise work and working under pressure.

- Good working knowledge and practical application of Microsoft office tools
- A willingness to learn about apprenticeships
- Willingness to travel either by car or public transport ('Clean' full driving license if preferred method of transport is driving)
- Positive attitude and integrity
- Fluency in written and spoken English

*Desirable*

- A passion for supporting young people in realising their potential
- Experience of working in a small team
- An understanding of apprenticeships
- Understanding of risk management and data protection
- Understanding of safeguarding and processes to take in the protection of children and vulnerable adults
- Existing DBS (Disclosure and Barring Service) certificate within one year

***Personal Attributes***

- Good level of education, demonstrating strong client facing aptitude and communication skills both written and verbal. Comfort and confidence in working with a variety of external stakeholders, having an entrepreneurial and enterprising approach to their work.
- Good working knowledge and practical application of Microsoft office tools and customer relationships software
- Influencer - demonstrates personal 'presence' and gains the confidence of others through temperament, capability and calibre
- Demonstrates sensitivity and possesses the ability to manage effectively the organisational tensions that necessarily co-exist between stakeholders and partnerships
- Team Player: working collaboratively and flexibly to achieve outcomes
- Able to undertake some occasional work in the evenings and at weekends
- Able to travel in the UK

**Application**

The closing date for applications is midnight on 14<sup>th</sup> August. Only shortlisted candidates will be notified no later than close of business on.

Interviews will take place week commencing 21<sup>st</sup> August at the Education and Employers' offices at the Education and Employers' offices just off Fleet Street, London.

Please send a CV and Covering Letter setting out your interest in and suitability for the role to [jobs@educationandemployers.org](mailto:jobs@educationandemployers.org)

Applications from recruitment agencies will not be considered.