



## Job Description

### Programme Manager – Early Connect

Inspire believes that all young people should have access to the opportunities and inspiration they need to achieve their potential.

We inspire children and young people across London and beyond, using data to understand the barriers they face and connecting them with a range of employers and opportunities to open doors to their success.

Our guiding principles are:

**Work with integrity** – doing the right thing for young people

**Be bold** – using challenges to drive innovation

**Drive equity** – challenging our thinking to increase diversity

**In partnership** – working with others to achieve goals

## The Role

The Programme Manager (Early Connect) is responsible for developing and delivering work related learning activities for young people with the aim of enhancing their skills and understanding of future career opportunities and transitioning into apprenticeships.

## Responsibilities

1. Manage development and delivery of phase 2 of the Early Connect programme.
2. Accountable for achieving agreed outcomes, outputs and personal targets including recruitment, employability training and learner progression targets.
3. Manage a caseload of participants requiring Information, Advice & Guidance (IAG), confidence building and employability training.
4. Complete appropriate action plans and reviews with Early Connect participants.
5. Accurately manage the data and reporting requirements of funders of the Early Connect programme - GLA and DfE.
6. Identify suitable referral partners including the Jobcentre and training providers from which to recruit job seekers and course participants.
7. Provide a triage service for participants with agreed response times for engagement and support.
8. Act as main point of contact and maintain an effective relationship with participants and stakeholders. This includes liaison between stakeholders including young people, funders, business volunteers and staff.
9. Research and develop suitable referral routes and explore new partnership opportunities for current and future projects.

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10. Represent the charity in meetings and events in order to promote and raise awareness of the charity.
11. Develop and deliver training to those participating in delivery of programmes. This can include business volunteers, school staff or members of staff.
12. Carry out any other duties that are in line with the purpose and grade of the role.
13. To complete all tasks in accordance with the charity policies and procedures and funders requirements to ensure contractual obligations are met.

## Qualifications required

- A minimum of 5 GCSEs at A\* to C grade or equivalent (including English and Maths)
- A Levels or equivalent qualification
- Educated to Degree level or able to demonstrate equivalent experience

## Person Specification

### Essential

- Able to manage complex data on participant engagement.
- Excellent reporting skills and able to produce reports against targets including forecasts and actuals.
- Good understanding of labour market information and apprenticeships.
- Experience of tracking participant journeys through logs and sustained engagement.
- Able to evaluate programmes, materials and activities and adapt as necessary to ensure successful outcomes.
- Experience of providing young people with one to one guidance and support on CEIAG with focus on apprenticeships.
- Experience of designing and delivering large scale employability workshops for young people.
- High standard of presentation skills including the ability to facilitate and deliver training sessions to business volunteers and workshops to children and young people of all ages.
- Able to pro-actively manage a diverse workload, working to strict deadlines, pre-empt upcoming issues and solve problems.
- Excellent communication skills.
- Commitment to supporting the development of children and young people.
- Experience of successfully managing projects/activities, ideally in an education context.
- Able to evaluate programmes, materials and activities and adapt as necessary to ensure successful outcomes.
- Able to remain calm, think clearly and resolve problems at short notice.
- Good team player.
- Previous experience of supervising/line managing a team.
- Able to show initiative and creativity in identifying and developing new ideas and opportunities.

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- Able to work to strict deadlines ensuring contractual compliance and requirements are met.
- Able to work under minimum supervision and make decisions in the absence of the line manager.
- Excellent IT skills, proficient in using Microsoft Office.

## Desirable

- Experience of working with children and young people including those excluded from mainstream education.
- Experience of working with schools and business volunteers.
- Knowledge of CSR within business.
- Experience of working within a project management environment.
- A teaching qualification.