

## Programme Officer – Work Experience

### Job Description

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 Officer – Work Experience will play a key role within the Work Experience team. They will be responsible for ensuring suitable and safe work experience placements are sourced, managed and available for students including administration, liaison with schools, employers, students and the Inspire staff team.

### Responsibilities

1. Secure, update and manage work experience placements using the Inspire Work Experience Database
2. Deal with telephone enquiries about the work experience programme, speaking with teachers, employers, parents, schools and students.
3. To be a key point of contact for schools/educational establishments managing and overseeing the work experience process from start to finish and ensuring professional relationships are maintained at all times.
4. Ensure all documentation is completed in accordance with requirements and guidance.
5. Liaise with employers in a professional manner to ensure suitable placements for pre and post-16 students are secured and good relationships are maintained.
6. Assist with interviews with students when required to ensure suitable placements are secured for them e.g. students with special educational needs.
7. Complete employer Health and Safety workplace visits.
8. Maintain ICT administration systems which support delivery of work experience.
9. To participate and support the Work Experience team, attend and contribute to meetings and discussions.
11. Attend events, meetings and promotions which may, from time to time, be outside of normal working hours. This may include attendance at school parents' evenings.
12. Complete all tasks in accordance with the charity policies and procedures, particularly those relating to Equal Opportunities, GDPR, Safeguarding and Health and Safety.
13. Carry out any other duties that are in line with the purpose and grade of the role.

### Qualifications required

- A minimum of 5 GCSEs at A\* to C grade (9-4) or equivalent (including English and Maths)
- A Levels or equivalent level 3 qualification



## Person Specification

### Essential

- Excellent communication skills - written and verbal. Ability to communicate effectively with people of all levels, ages and abilities.
- Excellent administrative skills.
- Good working knowledge of Microsoft Office including Word, Excel and Outlook.
- Ability to show a high degree of professionalism.
- Good problem solving skills and ability to take initiative
- Ability to keep calm, think clearly and resolve problems at short notice.
- Able to demonstrate examples of successfully coordinating projects/activities.
- Able to manage multiple overlapping deadlines.
- Able to work collaboratively with others to achieve results.
- Ability to work with discretion and recognise the importance of confidentiality.
- Ability to work under minimum supervision.
- Good organisational and time management skills to balance a varied workload.
- Willing to participate in professional development.
- Confident around speaking to large groups of students/employers
- Willing to contribute to the strategic success and development of the Charity.
- Willing to comply with Charity Quality Assurance processes.

### Desirable

- A relevant Health and Safety qualification
- Previous experience of working within a project environment liaising with a number of stakeholders.