



**Programme Manager**  
(SEND and Alternative Provision)  
September 2024

## About Spark!

We believe it is possible for every young person to be ready, equipped, and able to enter the world of work, and with youth unemployment rising, there has never been a more important time for our services.

Working in partnership with schools and colleges, alongside a large and diverse range of employers and funders, we enhance young people's employability skills, knowledge, and experience, so that they are better prepared for and able to effectively transition into the workplace, finding and keeping a job.

We do this by enabling and supporting long-term relationships between local businesses and education to:

- create **high quality work experience** placements and internships
- broker inspiring **careers mentoring relationships**
- deliver a range of **employability skills development** opportunities
- support transitions into work

Born out of the Hounslow Education Business Partnership, Spark! is now an independent charity, working across west London and beyond, with diverse groups of young people and employers.

We are a motivated and passionate team, led by the desire to positively impact on the employment prospects and life chances of young people. We endeavour to live our values; of **empowerment, collaboration, reliability, quality, and learning**, in our decision making and all that we do.



*“I had struggled with finding my voice when it came to my career, as I lacked confidence. It was through the mentoring sessions that I gained the knowledge that I needed, and this boosted my confidence massively”*

## Our Vision

A society in which all young people are ready, equipped, motivated, and able to enter the world of work.

## Our Mission

To ensure all young people, particularly those who will most benefit, have access to meaningful employer engagement, work readiness skills development, and employment opportunities, enabling them to transition into sustained work and rewarding careers.

## Our Values

### Empowerment

We believe in empowering young people, ourselves, and others, to be self-determining in achieving personal and professional goals.

### Collaboration

We believe that a collaborative approach is the most productive and effective way to work, and actively seek to be inclusive and partner with others in achieving our vision and mission.

### Reliability

We strive to always be reliable, dependable, and trustworthy in our dealings and interactions with partners and beneficiaries.

### Quality

We have a continuous commitment to the highest of quality, actively aiming to constantly improve what we do and how we do it.

### Learning

We are a learning organisation, always seeking to listen, reflect, develop, adapt, and improve.

You can read our **2021-2025 Strategy** [here](#).

## About the role

We are looking for a passionate and experienced professional to join our team as a Programme Manager, to lead on our Alternative Provision and Special Educational Needs and Disabilities (SEND) services.

In this role you will become our lead on two vital areas of work, to ensure exceptional employability and careers support for some of the most marginalised young people with barriers to employment.

You will:

- Lead our Alternative Provision programme - 'Inspire to Work', in partnership with [Woodbridge Park Education Service](#) (Hounslow Pupil Referral Unit), providing Year 11 students with meaningful employer engagement, workplace experiences, one-day-a-week supported internships and transition support.
- Develop and deliver our SEND services, resources, delivery and tools to ensure very high standards and impactful delivering for young people. You can [read more about our SEND services here](#).

This position will play a fundamental role in Spark!'s growth and future success, enabling us to expand our reach and deepen our impact for young people who will most benefit from our support.

To succeed in this role you will have the passion, skills and experience required to work directly with neurodiverse young people and those within Alternative Provisions. You will thrive in a fast-paced working environment, able to work independently and as part of a supportive integrated team. You will have a lot of energy, alongside a motivation to have a significant impact on the lives of young people.



*"The sessions have been amazing and made me smile and helped me to write out my plans for the future. I learned that goals can be small or big, or short term or long term, and I found out some of my strengths and weaknesses and ways to grow and learn from them."*

## Role description

You will be responsible for developing and delivering projects with young people, schools and employer partners, ensuring delivery is executed to exceptionally high standards.

- Deliver ‘Inspire to Work’, our Alternative Provision service, in partnership with Woodbridge Park Education Service (Hounslow Pupil Referral Unit).
  - Ensure Year 11 young people are well supported to participate and benefit from a range of employer engagement opportunities, to prepare them for one-day a week work placements, including the facilitation of one-to-one support and group work sessions.
  - Ensure employer partners are well supported and prepared to host their young person throughout their placement, including on-boarding meetings, check-ins and work place visits.
  - Ensure the young people are supported to effectively transition into a post-16 employment or education pathway, including fulfilling an ASDAN Accredited Level 1 Employability qualification.
  - You will be required to typically spend up to one to two days a week at [WPES’s Key Stage 4 site](#) (during term-time), to effectively support students and staff.
  - Seek opportunities to develop new partnerships and collaborations to enhance and grow our Alternative Provision programme, including the creation of new work placement opportunities.
  - Develop delivery frameworks and accessible resources and training materials as required.
- Lead on the development and delivery of our Special Educational Needs and Disability (SEND) services and support.
  - Deliver in-school workshops, events and activities, including employability and career workshops, speed networking and interviews skills sessions.
  - Support industry insight visits and work placements.
  - Develop delivery frameworks, associated resources and training materials as required.
  - Develop new services and support to meet the identified needs of young people and schools.
  - Seek opportunities to develop new partnerships and collaborations to enhance and grow our SEND services.
- Develop and deliver workshops, events and activities to support the wider priorities of the charity.
- Contribute to the development and enhancement of Spark!’s programmes, through pro-active knowledge sharing and feedback.
- Complete all monitoring and evaluation requirements to effectively measure the impact of the programmes and activities you deliver.
- Work with the wider team to quality assure and risk assess work placements as required.
- Develop constructive working relationships with Spark! staff, schools, volunteers and employers.
- Represent Spark! professionally to beneficiaries, funders, partners, and other stakeholders.
- Adhere to Spark!’s code of conduct and safeguarding policies, and all other policies which relate to our practice.
- Support your practice by taking part in personal and professional development opportunities as provided by Spark!

## Person specification

### Experience

- A track record of successfully delivering participatory programmes, support and activities with neurodiverse young people, young people with SEND, and/or those in Alternative Provisions.
- Significant experience of working with the education sector.
- Experience of working in partnership with employers and volunteers.
- A background, experience, and knowledge, in one or more of the following areas:
  - Careers and employability development
  - Careers, Enterprise Information, Advice and Guidance (CEIAG)
  - Work experience, internships, and apprenticeships
  - Youth work
- Relevant qualifications, e.g. Certificate in Supporting Learners with Special Educational Needs and Disability (SEND), PGCE, Certificate in Information, Advice and Guidance, Level 4 PTLLS, or similar.  
*(For an exceptional candidate without relevant qualifications, we can support with access to appropriate training and development)*

### Skills

- Exceptionally high standards in one-to-one and group work facilitation skills, with the ability to engage and involve participants in challenging conversations and group activities.
- Exceptional communication skills, able to speak confidently with young people, teachers, and senior business stakeholders, and confident presenting in front of large groups, including young people of varying ages.
- Excellent relationship builder, with the ability to engage, energise and influence others.
- Highly organised, with an attention to detail, excellent project management skills, and the ability to manage multiple priorities under pressure.
- Able to create compelling, professional, and accessible training resources and tools.
- Able to explain complex concepts in a straight-forward and accessible manner.

### Attitude

- Passionate and enthusiastic about improving young people's lives.
- Positive and solution-focused.
- Self-assured, with a 'can-do' approach.
- High-energy and thrives in a fast-paced busy environment.
- Welcomes feedback, with a desire to continuously improve and develop.
- A commitment to organisational values - empowerment, collaboration, reliability, quality, and learning.
- Willingness and ability to travel to schools and delivery venues across west London and beyond.

## Terms and Conditions

|                        |  |
|------------------------|--|
| <b>Job title</b>       | Programme Manager (Alternative Provision and SEND)   |
| <b>Reports to</b>      | Head of Workplace Experience   |
| <b>Salary</b>          | £37,000 - £42,000  |
| <b>Contract</b>        | Permanent / Full-time  |
| <b>Line management</b> | None currently, but with the possibility of future line management   |
| <b>Benefits</b>        | 28 days leave (inc. 3 days between Christmas and New Year)<br>Volunteer and life event days<br>Matched pension contributions (up to 6%)<br>Flexible working<br>Life insurance cover<br>Canada Life WeCare employee support package   |
| <b>Location</b>        | Our office is currently based in White City, and while remote-working is supported, some office-based work is necessary.<br>You will be required to be onsite at WPES's Feltham site one to two days a week (during term times).<br>Most of our delivery is based in west London, but there is the possibility for delivery in other regions and online. |

## How to Apply

Please apply by submitting a CV and covering letter, of no more than 2 sides of A4, explaining your motivation for applying and how you fulfil the role specification. Send it to [georgiaford@sparkcharity.org.uk](mailto:georgiaford@sparkcharity.org.uk).

### Application deadline

9am, 23<sup>rd</sup> September

### Interviews

**We will be conducting interviews as suitable candidates apply and we're ready to hire if we find the right person before the application deadline.**

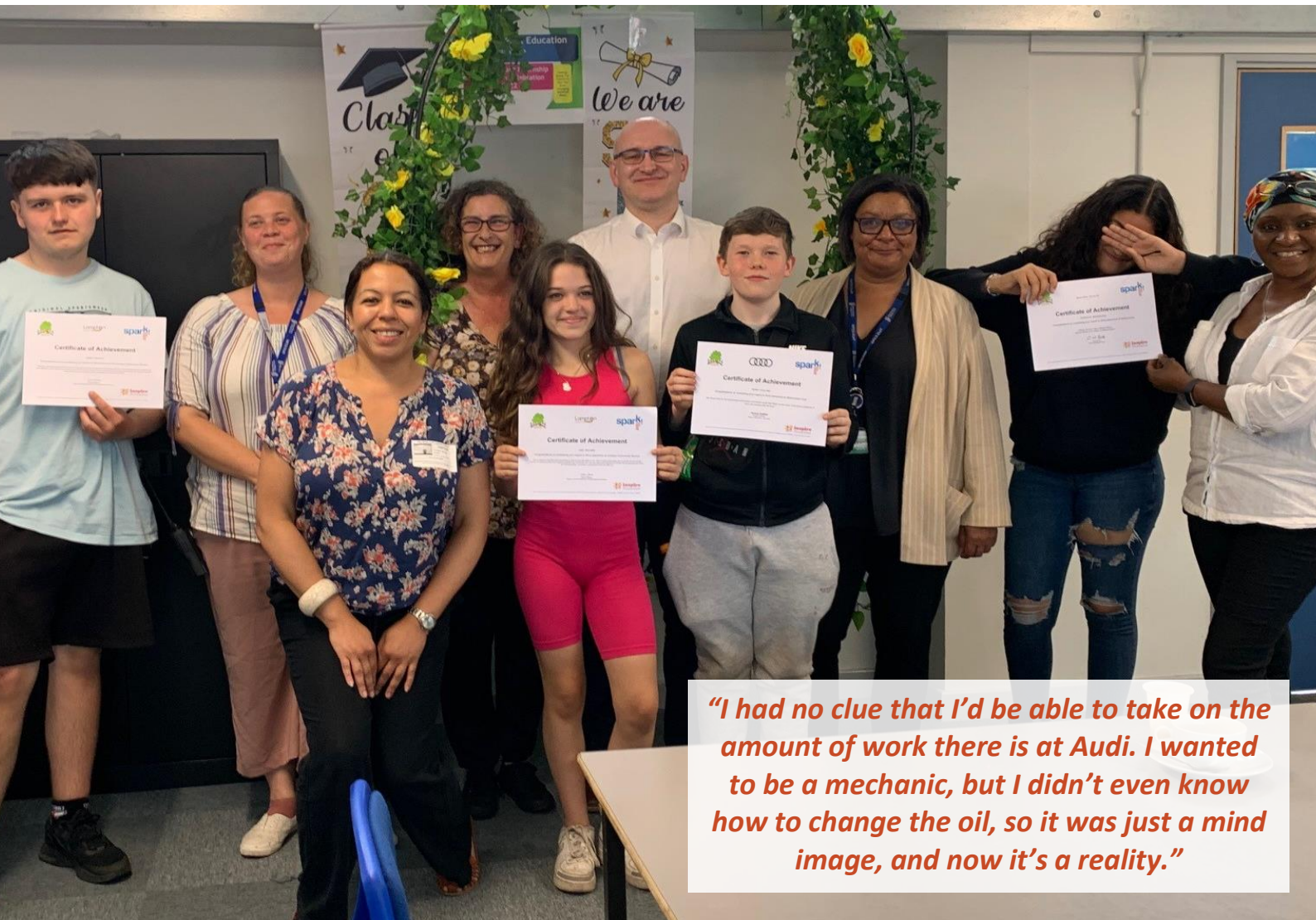
**Longlisted candidates will be invited to have an informal phone call.**

**Shortlisted candidates will be invited to an interview.**

### Any questions?

Our Head of Workplace Experience, Georgia Ford, would be happy to respond to any questions you might have about Spark! and the role. You can e-mail her on [georgiaford@sparkcharity.org.uk](mailto:georgiaford@sparkcharity.org.uk).

## A selection of our hundreds of employer partners



*"I had no clue that I'd be able to take on the amount of work there is at Audi. I wanted to be a mechanic, but I didn't even know how to change the oil, so it was just a mind image, and now it's a reality."*



Some numbers from our last year (2022/23)

**3287**

young people on a Spark! programme and activity

**61**

schools and colleges participated in a Spark! programme

**784**

young people matched with a career mentor or work placement

**369**

local employers engaged as partners

**774**

volunteers supported delivery of activities and events

**14,877**

hours of volunteering given

**89%**

of young people would recommend Spark! work experience

**85%**

of young people state that they feel more prepared for work

**98%**

of young people would recommend a Spark! Career Mentor

You can read our 2022/23 [Annual Reach and Impact Report here](#)





WAY  
2 GO

Visitor  
Heathrow  
0644

WAY  
2 GO

Visitor  
Heathrow  
VISITOR 0644  
Heathrow