



**Youth
Careers
Collective**



Programmes and Work Experience Coordinator Job Pack

Welcome to Youth Careers Collective

Thank you for your interest in the position of Programmes and Work Experience Coordinator at Youth Careers Collective.

At Youth Careers Collective we believe **it is possible for every young person to be ready, equipped, motivated and able to enter the world of work.**

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

We do this through:

- **meaningful employer engagement and employability skills** development opportunities
- high **quality workplace experiences**, placements and internships
- inspiring one-to-one **career mentoring** relationships
- supported **transitions into employment**
- impactful **place-based partnerships**

Our approach is **rooted in place and collective-action**, meaning that we work closely with local community partners, establishing **a deep knowledge and understanding of the needs**, challenges and opportunities, and build long-term, cross-sector relationships and collaborations.

With a new ambitious strategy in place, we are looking confidently towards the future, determined to; increase our reach, target our support, deepen our impact and influence change.

Yours sincerely,



Matt Lent – CEO, Youth Careers Collective

Our Vision

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

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.

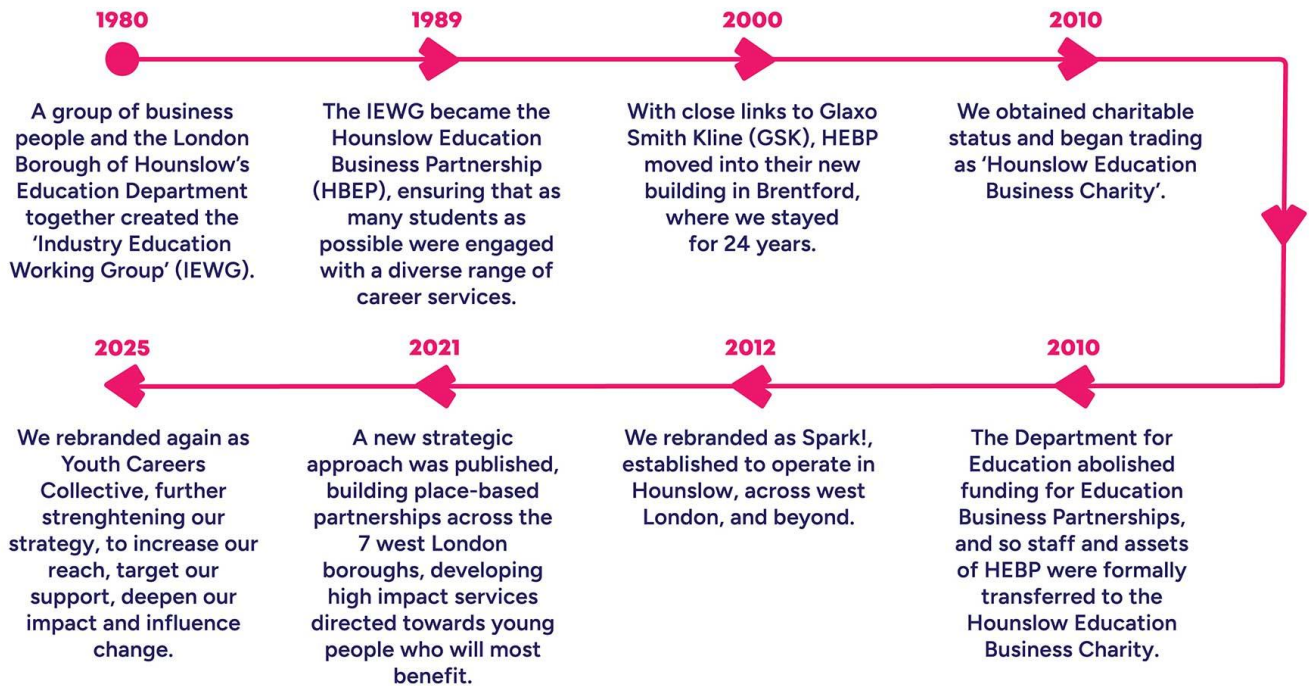
➤ Quality

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.

Our history



Some of our recent employer partners



Our Strategy in a page

GUIDING PRINCIPLES



STRATEGIC PRIORITIES



WHAT WE'LL DO



We will take a **collective** approach

01.

Increase our **reach**

- Expand in existing areas, with more schools, employers and councils
- Grow strategically in areas of unmet need



We will focus on **prevention**

02.

Target our **support**

- Support 11-18 year olds with barriers to work
- Support 16-24 year olds who are 'NEET'



We will drive **systemic** change

03.

Deepen our **impact**

- Deliver more multi-engagement programmes
- Lead cross sector partnership approaches

04.

Influence **change**

- Disseminate insights and convene stakeholders
- Share expertise and experience through training and consultancy



YOUTH CENTERED AND COMMUNITY-LED



Our Collective

Youth Careers Collective is a wide and engaged network of organisations working together to address the youth unemployment challenge. In partnership, we are all working to ensure young people, with barriers to entering employment or training, are given the support they need, to develop their skills, experience, knowledge and access, in order that they can move into employment and pursue rewarding careers.



Our reach and impact together last year



6,376

young people on a Youth Careers Collective programme or activity



455

employer partners, from across 25 different sectors



1,027

volunteers gave 17,671 hours of time and expertise



94%

of young people state they feel confident applying for a job, after multiple employer engagements



87%

of young people are clearer about what they need to do to achieve their ambitions, after work experience



92%

of young people have a clearer idea of what they want to do in the future, after career mentoring

About the role

The Programmes and Work Experience Coordinator is a dynamic and varied role working to support the delivery of diverse employability events and activities, high-quality work experience placements and other related projects as required.

You will work on multiple programmes and project coordination with different stakeholders, including businesses, schools and most importantly the young people on our programmes. You will contribute particularly to our work experience programmes, which is one of our most impactful activities.

To work effectively with the different stakeholders, you will be an empathetic individual, with an understanding of different needs (e.g. young people, schools, and employer priorities), and you'll be able to respond flexibly to change. You will need an excellent attention to detail, able to work on multiple projects simultaneously, and be committed to ensuring our programmes make a real difference in the lives of the young people we serve.

Programme coordination

- Work with both mainstream and specialist schools on their work experience projects to efficiently meet the needs of different groups of young people and deliver agreed project deliverables.
- Support the recruitment of businesses and employers to secure hosts for work experience placements, and volunteers for workshops and events as needed.
- Undertake quality assurance and ongoing monitoring checks to ensure each host is ready to provide safe, high-quality, and meaningful placements, and placement description to each young person.
- Assist with facilitation of in-school workshops and events, including pre and post work experience workshops and other activities across the team.

School and employer relationship management

- Ensure school relationships are well-managed and maintained, and the delivery of workshops, events and activities are well planned and coordinated.
- Ensure employer partners and volunteers are well prepared, supported, debriefed and appreciated.
- Represent the charity professionally to partners, employers, schools and other stakeholders.
- Attend networking events with a focus on building new relationships and secure hosts for work experience and related activities.

Administration and organisational support

- Maintain and continuously improve effective administrative systems and processes to maximise organisational efficiency, including recording data about the young people we support and schools and employers we partner,
- Collect and use data and feedback from young people, employers and schools to promote our impact and success stories and to improve our delivery.

Other

- Contribute to the development and enhancement of Youth Careers Collective's programmes through proactive knowledge sharing and feedback.
- Support your own professional growth by participating in training, learning opportunities, and professional development.
- Keep up to date with developments in careers education, safeguarding and the labour market.
- Maintain confidentiality and comply with all data protection requirements.

Person Specification

We don't expect candidates to have all of the below and would welcome applications from people who fit most of our criteria, alongside an enthusiasm and ability to learn and develop.

Experience

- Experience of working on and within youth-centred programmes, preferably with an employability or careers focus.
- Experience of working directly with the education sector and/or youth sector.
- Experience of working with and supporting volunteers, within a purpose-based organisation such as a charity or social enterprise.
- Experience of supporting dynamic relationships with multiple stakeholders, including employers.
- Experience of supporting and/or delivering events and activities with young people and volunteers, especially young people with special educational needs and disabilities.
- Experience and knowledge of west London (preferable)
- A background, experience or knowledge, in one or more of the following areas:
 - Careers and employability services
 - Careers, Enterprise Information, Advice and Guidance (CEIAG)
 - Education sector
 - Youth work
 - Training and facilitation
 - Personal and professional development

Skills

- Adept relationship builder, with the ability to engage and energise others.
- Good communication skills, able to speak confidently with young people, teachers, volunteers, and senior business professionals.
- Very organised, with an attention to detail, excellent time management skills, and the ability to manage multiple priorities.
- Strong IT proficiency, including the use of Excel and CRMs
- Confident and effective at using a range of tools to support research, planning and project coordination.
- Able to create professional and accessible resources and tools.
- Able to understand and explain complex concepts in a straight-forward and accessible manner.
- Able to self-manage, staying efficient and motivated and on task.
- Able to operate in a fast-paced environment without compromising on accuracy or quality.

Attitude

- Passionate and enthusiastic about improving young people's lives.
- Highly motivated and energetic.
- Can take initiative and is comfortable working independently
- Thrives in a busy and fast-paced working environment.
- Positive and solution-focussed, able to maintain a positive approach to problem solving.
- Self-assured, with a 'can-do' approach.
- Welcomes feedback, with a desire to continuously improve and develop.
- A commitment to our organisation values of; empowerment, collaboration, reliability, quality and learning.

Terms and Conditions

Title	Programmes and Work Experience Coordinator
Contract	Permanent / full time
Reports to	Work Experience Manager
Line Management	None
Salary	£31,553 per annum
Benefits	– 28 days leave (inc. 3 days between Christmas and New Year) – 2 volunteering days – 1 life event day – Matched pension contributions (up to 6%) – Flexible working (our core business hours are 10am to 3pm) – Life insurance (5 x annual salary) – Canada Life WeCare employee support package
Location	Our office is based in White City and we support hybrid working. We have a fortnightly mandatory office day. Regular visits to schools and businesses, plus some further office-based work and attendance at events will be required.

How to apply

Please apply by submitting a CV and covering letter, of no more than 2 sides of A4, or a video of no more than 3 minutes, explaining your motivation for applying and how you fulfil the role specification, to angelageorge@youthcareers.org.uk.

We are a Disability Confident Committed employer and actively encourage applications from people of all backgrounds, including those from underrepresented groups who reflect the very diverse communities that we serve.

Deadline: 9am on the 10th September (applications received after this time will not be considered).

Interviews: Following the deadline, if you have been longlisted for the role, we will be in touch to arrange an informal telephone conversation. Shortlisted candidates will have an in-person interview scheduled. We will share details of the interview structure and questions in advance.

We endeavour to respond to all applicants; however we are a small team with limited capacity, and we are not always able to do this quickly. If you do not hear from us within a week of the deadline, I'm afraid it means you have not been longlisted.

If you require reasonable adjustments during the application or interview process, please get in touch to let us know and we will do everything we can to accommodate.

Any questions: We would be happy to respond to any questions you might have about Youth Careers Collective and this role, please feel free to e-mail angelageorge@youthcareers.org.uk.



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