



CONSTRUCTION YOUTH TRUST

JOB DESCRIPTION

Job Title	Schools & Programme Intern
Location	Bermondsey Campus, 37 Clements Road, London, SE16 4EE
Reports to	Senior Programme Manager
Salary	London Living Wage

Main Purpose of the Role: (Job Summary)

- To support the delivery and development of an effective programme of activities for young people.
- To support the development of effective long-term working relationships with schools.
- To support the team to enlist, manage and coordinate support of local industry partners.
- To provide administrative support to team to support the registration, monitoring and evaluation of young people who take part in the programmes and activities organised by Construction Youth Trust.
- To support the local schools partnership cluster.

This position is funded by the Jack Petchey Foundation, as part of their internship programme, which supports young talent and youth charities. Therefore, there are key mandatory dates that the applicant will need to be available for:

- A skype welcome call with their line manager and JPF in September
- Launch Conference at Gilwell Park, Chingford on the 26th – 27th of September
- A review conference (TBC)
- Celebratory event in August/September 2020

We are seeking an individual who is passionate about young people, seeking to gain valuable experience in the charity sector.

Key Tasks and Responsibilities: (Job Content)

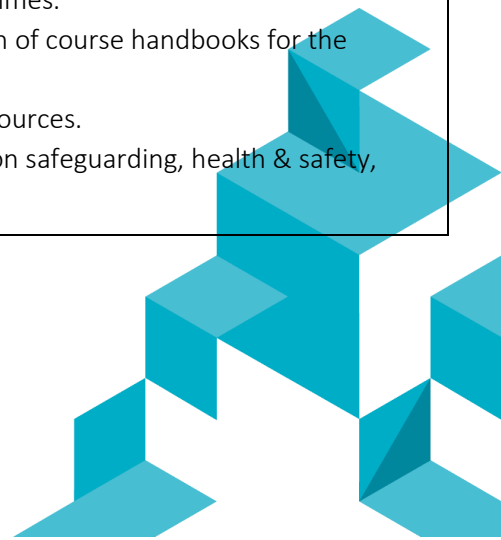
To support the delivery and development of an effective programme of activities for young people as directed by Senior Programme Manager

- Broker and facilitate employer engagement activities, liaising with schools and employer partners to ensure delivery. Activities could range from in-school sessions to work placements and workplace visits.
- Brief and support industry volunteers where necessary.
- Recruit and engage young people onto immersive world of work programmes.
- Co-deliver and deliver activities as necessary, including the administration of course handbooks for the purposes of external accreditation.
- Support the development of additional and improved curriculum and resources.
- Ensure all activities are delivered in accordance with the Trust's policies on safeguarding, health & safety, confidentiality, data protection, equal opportunities etc.

BERMONDSEY CAMPUS, 37 CLEMENTS ROAD, BERMONDSEY, LONDON, SE16 4EE
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Patron: HTH The Duke of Gloucester KG GCVO Charity no: 1094323 Company no: 4461612





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To support the development of effective long-term working relationships with schools

- Proactive contact, engagement and recruitment of schools.
- Work with the team to engage the buy-in of school leadership team, careers leads and teaching staff.
- Assist the collection of ongoing evaluation from schools, and respond to school feedback and troubleshoot.
- Provide administrative support to team in planning and developing an inspiring, deliverable programme of whole-school employer engagement to inspire and engage young people.
- Supporting the recruitment and engagement of young people on to the programme.

To support the team to enlist, manage and coordinate support of local industry partners

- Work with the team to gain the support of and motivate industry partners to engage and inspire young people through employer engagement activities in school.
- Work with industry partners to identify a pipeline of future labour needs, including real employment and training opportunities (i.e. apprenticeships) to connect young people to.
- Attend and support local construction forums where relevant.

To provide administrative support to team to support the registration, monitoring and evaluation of young people who take part in the programmes and activities organised by Construction Youth Trust.

- Keep detailed records of the team's activities and programmes.
- Ensure the relevant data is captured for the purposes of monitoring and evaluation.
- Work closely with the Data & IT Coordinator to analyse data for the benefit of the organisation as a whole.

To support the local schools partnership cluster.

- Maintain and establish good working relationships with local stakeholders as relevant, such as the Local Authority, Social Services, community groups, FE institutions and training providers.
- Represent the Trust at local networking opportunities.
- Develop good working knowledge of the local post-16 and post-18 destinations for young people.





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Person Specification – Schools & Programme Intern

- Completed Level 3 study (BTEC, A-Level, etc.)
- Drive, energy and self-motivation, and a 'can-do' approach
- A genuine enthusiasm for creating opportunities for young people, particularly those facing barriers to work
- A willingness to learn about the construction industry in relation to course content, assessment criteria and advising young people on careers
- Excellent communication skills, both written and oral, including:
 - Confidence in telephone communication with schools and colleges
 - Ability to communicate professionally with a range of people including: young people, schools, funders, universities, industry representatives, training providers and community organisations
 - Ability to provide written feedback to beneficiaries on project course work.
- A positive approach to engaging all stakeholders
- Multi-tasker, good team-worker and organiser
- Great administration skills, including:
 - Ability to keep detailed records
 - Ability to manage and track cash and budgets
- Great at planning and organising, including prioritising, monitoring and controlling activities, making the most effective use of time and resources to achieve personal and team objectives.
- An eye for detail
- IT literate and digitally savvy

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