

## JOB DESCRIPTION

<b>Job Holder</b>	
<b>Job Title</b>	Senior Schools and Programme Coordinator
<b>Location</b>	London Scottish House, 95 Horseferry Road, London, SW1P 2DX
<b>Reports to</b>	Senior Programme Manager
<b>Direct reports</b>	N/A
<b>Main Purpose of the Role: (Job Summary)</b> <ul style="list-style-type: none"> <li>To ensure the effective delivery of all allocated youth programmes &amp; activities, including building relationships and trust with young people, in line with requirements, expectations and targets as set out</li> <li>To manage a caseload of young people and support them to achieve and sustain a meaningful and appropriate Employment/Training/Employment (ETE) progression outcome</li> <li>To develop effective long-term working relationships with schools</li> <li>To effectively manage Schools Partnership Clusters and/or Hubs as appropriate</li> <li>To enlist, manage and coordinate support of Industry and other partners</li> </ul> <p>Construction Youth Trust takes the safeguarding of young people extremely seriously and expects all staff to share the same level of commitment at all times.</p>	
<b>Key Tasks and Responsibilities: (Job Content - Emphasis of role dependent on experience)</b> <p><b>To ensure the effective delivery of all allocated youth programmes &amp; activities</b> (likely to include in-school sessions, targeted support programmes (coaching/mentoring), training courses, workplace/site visits, team challenges, one-to-one support such as mock interviews or CV support, practical sessions, careers fairs, work placements,) in line with requirements, expectations and targets as set out, including:</p> <ul style="list-style-type: none"> <li>Delivering or co-delivering activities and youth programmes as necessary (both in community and in schools), including coaching/mentoring young people in a direct capacity if/as allocated</li> <li>Marking and processing course handbooks for the purposes of external accreditation</li> <li>Ensuring all activities are delivered in accordance with the Trust's policies on safeguarding, health &amp; safety, confidentiality, data protection, equal opportunities etc.</li> <li>Brokering and facilitating employer involvement in activities incl. site visits, work placements etc.</li> <li><i>Ensuring effective organisation in place for all employer engagement activities e.g. clear communications to all parties, risk assessment, consents, contingency plans</i></li> <li>Managing induction, training and support of Industry volunteers as necessary</li> <li>Coordinating with other providers, including other Trust colleagues, where relevant</li> <li><i>Understanding the deliverables, expectations, KPIs and funder requirements of all projects/programmes being undertaken</i></li> <li>Ensuring sufficient recruitment and engagement of young people on to the programme/activities, including developing strategies to recruit and engage hard to reach young people where relevant</li> <li>Ensuring timely administration and record-keeping of activities as necessary including the processing and ordering of CSCS cards</li> <li>Ensuring data is captured for monitoring &amp; evaluation purposes</li> <li>Supporting the ongoing development and evaluation of employer engagement activities</li> </ul> <p><b>To develop effective long-term working relationships with schools by:</b></p> <ul style="list-style-type: none"> <li>Proactive contact, engagement and recruitment of schools on our programmes</li> <li>Engaging with and securing buy-in of school leadership, career leads and teaching staff</li> <li>Consulting with the schools to plan and develop an inspiring, deliverable programme of whole-school employer engagement to inspire and engage young people</li> </ul>	

- Managing regular contact and on-going relationship with schools
- Collecting on-going evaluation from schools, respond to school feedback and trouble-shoot
- Ensuring high retention and continuing engagement of school partners on programme
- Liaising with industry partners to identify future labour needs relevant to local young people
- Working with Industry partners to connect local young people to employment and training opportunities including apprenticeships
- *Brokering and facilitating employer involvement in activities incl. site visits, work placements etc. offering seamless interface with schools*

**To manage Local Schools Partnership Cluster and/or Local CYT Hubs as appropriate by:**

- Establishing good working relationships with local stakeholders as relevant, such as Local Authority, Social Services, community groups, FE Institutions, training providers, referral partners
- Representing Construction Youth Trust at local networking events, forums etc. as relevant
- Developing good working knowledge of post-16 and post-18 destinations for young people and *proactive partnerships with providers, in order to 'join-the-dots' for young people and support effective cross-referral*
- Ensuring all outcomes and KPIs for Trust programmes are met in a timely manner
- Working with wider Trust team, seek out opportunities and funding to add value to cluster/hub such as specific programme for NEETs, #notjustforboys activities, Building Future Skills etc.
- Supporting Trust's relationships with funding partners and other external partners, including account managing particular partners as agreed
- Supporting the monitoring and evaluation of cluster/hub programme

**Additional responsibilities required at Senior Coordinator level:**

- Takes responsibility for a significant area of work as agreed
- Proactively drives good practice across organisation e.g., coaching others, contributing to 'how to' guides, training sessions etc.
- Champions the Trust's systems and processes, particularly safeguarding and CRM/Trello
- Demonstrates a constructive and solutions-focussed approach
- Is proactive about supporting income generation opportunities

**Safeguarding:**

Construction Youth Trust takes the safeguarding of young people extremely seriously and all Trust staff have a duty to protect the welfare of young people with whom we work. All staff have responsibility to act in accordance with the Trust's safeguarding policy and protocols at all times.

**CRM:**

Construction Youth Trust is committed to ensuring all relevant information being promptly recorded and updated on the Trust's CRM system. All staff have responsibility to ensure a good working knowledge of the CRM system and to update the database promptly and accurately.

I confirm that I have read the above job description and I fully understand and accept the role and responsibilities as described.

**Job Holder:** (Name/Signature)

**Date:**