

JOB DESCRIPTION

Job Title	Central Resources Coordinator
Location	Main office in Westminster, London
Reports to	Central Resources and Relationships Manager
Direct reports	N/A
<p>Main Purpose of the Role: (Job Summary)</p> <p>The Central Resources Coordinator will support the development and implementation of central processes designed to support programmes that meet the expectation of funders, the needs of our beneficiaries and the wider needs of Construction Youth Trust. The Central Resources Coordinator will also support the effective implementation and project management of Construction Youth Trust’s centrally coordinated programmes (incl. Work Experience), working closely with hub delivery leads, in line with requirements, expectations and targets set out.</p>	
<p>Key Tasks and Responsibilities: (Job Content)</p> <p>To support the development of new processes to support centrally managed programmes that meet the expectation of funders and the needs of our beneficiaries. This may include:</p> <ul style="list-style-type: none"> • Supporting the creation and implementation of project management processes for centrally run programmes. • Ensuring all processes are managed in accordance with the Trust’s policies on safeguarding, health & safety, confidentiality, data protection, equal opportunities etc. <p>To support the effective implementation of centrally maintained processes including:</p> <ul style="list-style-type: none"> • The coordination of the Trust’s employer partners job/apprenticeships opportunities process. • Supporting the design of new sessions ensuring they all follow the same format. <p>To support the effective implementation and project management of Construction Youth Trust’s centrally coordinated programmes (incl. Work Experience), working closely with hub delivery leads, in line with requirements, expectations and targets set out internally and by funders.</p> <p>This may include:</p> <ul style="list-style-type: none"> • Providing administrative support for the management of centrally run work experience placements, including a lead on vetting new placements • Acting as a lead on the delivery of hybrid work experience placements, ensuring young people are well supported throughout the entire week with a particular focus on their time in the Trust offices. • Communicating new programme activities or opportunities clearly to hub delivery teams, ensuring successful recruitment of young people onto centrally run activities • Brokering and facilitating employer involvement in activities, as appropriate • Delivering and co-delivering activities as necessary <p>To support the effective implementation and project management of Construction Youth Trust’s centrally coordinated Work Experience programme, working closely with the Central Resources and Relationships Manager and hub delivery leads, in line with requirements, expectations and targets set out internally and by funders. This may include:</p> <ul style="list-style-type: none"> • Providing administrative support for the management of centrally run work experience placements, including leading on the vetting of new placement hosts 	

- Acting as a lead on the delivery of hybrid work experience placements, ensuring young people are well supported throughout the entire week with a particular focus on their time in the Trust offices.
- Communicating new programme activities or opportunities clearly to hub delivery teams, ensuring successful recruitment of young people onto centrally run activities
- Brokering and facilitating employer involvement in activities, as appropriate
- Delivering and co-delivering activities as necessary

To implement centrally run processes for managing employer and other partner opportunities to ensure we are able to connect young people to job, apprenticeship and work experience opportunities consistently and effectively.

This may include:

- Managing incoming employer data relating to employment opportunities, work experience placements and other inkind opportunities and ensuring that all incoming employers with opportunities are allocated appropriate relationship management tasks
- Liaising with industry partners to identify future labour needs relevant to local young people
- Roll-out processes and ensure buy-in from all members of staff at Construction Youth Trust
- Managing induction, training and support of Industry volunteers as necessary
- Attending and supporting construction forums where relevant

To perform other duties as agreed with the Central Resources and Relationships Manager and the Head of Central Resources.

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: