

## **JOB DESCRIPTION**



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| <b>Job Holder</b> |   |
| <b>Job Title</b>  | Schools and Programmes Coordinator                          |
| <b>Location</b>   | London Scottish House, 95 Horseferry Road, London, SW1P 2DX |
| <b>Reports to</b> | Senior Programmes Manager                                   |

### **Main Purpose of the Role: (Job Summary):**

- To ensure the effective delivery of all allocated youth programmes & activities, including building relationships and trust with young people, in line with requirements, expectations and targets as set out.
- To develop effective long-term working relationships with schools.
- To support the management of School Clusters and/or Hubs as appropriate. To enlist, manage and coordinate support of Industry and other partners.
- Construction Youth Trust takes the safeguarding of young people extremely seriously and expects all staff to always share the same level of commitment.

### **Key Tasks and Responsibilities: (Job Content)**

To ensure the effective delivery of all allocated youth programmes & activities (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:

- 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.
- Ensuring all activities are delivered in accordance with the Trust's policies on safeguarding, health & safety, confidentiality, data protection, equal opportunities etc.
- Brokering and facilitating employer involvement in activities incl. site visits, work placements etc.
- Managing induction, training, and support of Industry volunteers as necessary.
- Coordinating with other providers, including other Trust colleagues, where relevant.
- 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.
- Ensuring timely administration and record-keeping of activities as necessary including the processing and ordering of CSCS cards.
- Ensuring data is captured for monitoring & evaluation purposes.
- Supporting the ongoing development and evaluation of employer engagement activities.

### **To develop effective long-term working relationships with schools by:**

- Proactive contact, engagement, and recruitment of schools on our programmes.
- Engaging with and securing buy-in of school leadership, career leads and teaching staff.
- Consulting with the schools to plan and develop an inspiring, deliverable programme of whole-school employer engagement to inspire and engage young people.
- 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.

### **To enlist, manage and coordinate support of Industry and other partners by:**

- Gaining the support of industry partners to engage and inspire young people and deliver employer engagement activities in schools, brokering seamless interface with schools.
- 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.
- Attending and supporting local construction forums where relevant.

### **To support the management of Local Schools Clusters 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
- 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, 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

### **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

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knowledge of the CRM system and to update the database promptly and accurately.

The successful applicant for this position will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.

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**

**Name:**