

## JOB DESCRIPTION

<b>Job Holder</b>	
<b>Job Title</b>	Schools & Programmes Coordinator
<b>Location</b>	Main Office in Bermondsey, London
<b>Reports to</b>	Programme Manager
<b>Direct reports</b>	N/A
<b>Main Purpose of the Role: (Job Summary)</b>	
<p>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</p> <p>To develop effective long-term working relationships with schools</p> <p>To effectively manage Schools Partnership Clusters and/or Hubs as appropriate</p> <p>To enlist, manage and coordinate support of Industry and other partners</p> <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>• Managing induction, training and support of Industry volunteers as necessary</li> <li>• Coordinating with other providers, including other Trust colleagues, where relevant</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> <li>• Managing regular contact and on-going relationship with schools,</li> <li>• Collecting on-going evaluation from schools, respond to school feedback and trouble-shoot</li> <li>• Ensuring high retention and continuing engagement of school partners on programme</li> </ul> <p><b>To enlist, manage and coordinate support of Industry and other partners by:</b></p> <ul style="list-style-type: none"> <li>• Gaining the support of industry partners to engage and inspire young people and deliver employer engagement activities in schools, brokering seamless interface with schools</li> </ul>	



- 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 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
- 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

**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:**