



Leicestershire Cares

Job Description

Job Title:	Education Project Support Officer
Job Purpose:	To support Leicestershire Cares' Interview Technique, Employability and Education projects.
Reports to:	Education Development Officer
Weekly hours:	21 hours per week term-time only
Contract type:	Fixed term contract until 30 th June 2020

Background and brief description of project

Leicestershire Cares is an award winning, vibrant, creative and results orientated charity that has been operating, across Leicestershire for fifteen years.

Our vision

An inclusive and safe Leicester, Leicestershire and Rutland where nobody is left behind, and all children and young people are supported to reach their full potential.

Our mission

We broker partnerships and create opportunities across Leicester, Leicestershire and Rutland that enable the business sector to understand community needs, contribute to the growth of inclusive, safe communities and to support and inspire children and young people in their transition to the workplace.

Our values

We believe in partnership

We broker partnerships between business, local government, schools and community groups so they can share skills and knowledge to deliver lasting positive change for disadvantaged groups and individuals.

We believe in the power of employee volunteering

We believe that employee volunteering enables volunteers, community groups and individuals to develop skills and understanding and is a highly effective way of strengthening communities and increasing employee engagement.

We focus on impact

We focus on impact and ensuring the work we carry out delivers meaningful and lasting positive change.

We are inspiring

We inspire people and organisations to identify their aspirations and to reach their full potential by thinking creatively and testing innovative approaches.

We are Inclusive

We seek to learn from the rich cultural diversity of Leicester, Leicestershire and Rutland and to build cohesion across community groups and to remove barriers to people's participation.

We are committed to learning and development

We continually review the community need and are agile enough to adapt and improve the services we offer to work in a mutually beneficial way with relevant agencies.

Working with the Education Development Officer, you will support the delivery of our Interview Technique, Employability and Education projects, all of which have been running successfully for over ten years. You will work closely with Leicestershire Cares' member companies and schools to coordinate events, recruit volunteers and promote our work externally.

Our Interview Technique project, where volunteers from businesses deliver mock interviews to year 10 and 11 pupils, is a highly successful project, enabling thousands of students to improve their interview skills each year. Working with the Education Development Officer, you will lead on the recruitment of volunteers, administration and organisation of these school-based events to ensure they are successful. These are currently delivered on an annual basis in approximately 25 secondary schools across the city and county.

Our Employability project delivers wider employability activities, such as career talks, CV workshops and careers fairs, in our partner schools. Your role will involve booking, coordinating and recruiting for these events.

You may also be involved in supporting our Number Partners and Go For Reading projects, which involve business volunteers in delivering weekly maths and reading activities in primary and secondary schools.

You will also work with the CYP team to support Leicestershire Cares' other employability related activities and contribute to discussion and planning on how best we can develop and deliver our work.

Main Responsibilities:

Project support and coordination

Pro-actively seek to build and maintain relationships with Leicestershire Cares partner schools to agree details of events, ensure work runs smoothly and volunteers are supported.

Pro-actively build relationships with member companies and business volunteers to engage them in Education projects.

Recruit volunteers for Interview Technique and Employability projects.

Coordinate and administer paperwork for Interview Technique and Employability events.

Oversee delivery of a selection of Interview Technique and Employability events.

Support the training of volunteers by providing administrative support to the Education Development Officer.

Identify individual volunteers and companies who have performed to a high standard and deserve a Leicestershire Cares award.

Work with the other team members to identify and seek opportunities to further develop the work of the project.

Ensure all relevant health and safety, equal opportunities, data protection and safeguarding issues are understood and acted on across the work of the projects. This will include working with the existing PSO to ensure all volunteers have a DBS check.

Administration and finance

Ensure all internal and external administration requirements are understood and implemented across the project.

Provide administrative support to the Education Development Officer across our Education projects, as and when required.

Keep systems updated to ensure accurate monitoring of volunteer recruitment and attendance at events.

Planning, monitoring, evaluation, reporting and PR

Provide updates on progress against key performance indicators in annual workplan. Work with Education Development officer to analyse what is working, what is not and what action needs to be taken.

Ensure accurate monitoring and record keeping. Collate data and feedback to contribute to quarterly reports. Adhere to reporting deadlines. Currently stats are collated at the end of each quarter and an annual report prepared at the end of the academic year.

As and when required provide “hard” and “soft” updates and case studies for CEO, board, current and potential donors.

General

Work constructively as part of the Leicestershire Cares team and children and young people’s team, participating in team meetings, sharing relevant learning and collaborating on joint tasks as and when required.

Play an active role with other key staff in planning and delivering Leicestershire Cares week, two champions meetings and our annual awards ceremony.

Understand and implement all relevant Leicestershire Cares admin, finance, HR, logistics, equal opportunities, health and safety, data protection and safeguarding policies.

As and when required take on additional duties and/or cover for colleagues as directed by line manager or CEO.

Person Specification

Essential

Proven experience of providing administrative support to a busy and adaptable team.

Experience of working with children and young people in either a formal or informal education setting.

Strong proven commitment to promoting equality and diversity in work and proven ability to work with culturally diverse groups.

Ability to organise and plan own work with minimal supervision, being able to “juggle” competing demands, set work plans, meet deadlines, produce timely reports and monitor and evaluate impact.

A “can do” flexible, problem solving attitude.

Ability to build effective working relationships with a wide range of stakeholders in education, employability and the business sector.

Strong commitment to ongoing reflection and learning.

Full driving licence and use of car. Mileage is paid at current rate of 45p per mile.

A team player, who is willing to reflect, learn, share and if required challenge.

Confident IT user at ease with Microsoft packages, proficient with Word, PowerPoint and Excel.

Desirable

A relevant professional qualification.

Experience of working with and supporting volunteers.

Experience of working with business sector.