



Job Description and Person Specification

Job Role Summary

Role	Project Delivery Executive – Work Experience
Reporting to	Operations Manager/ Operations Director
Location	Office base in Slough, covering Berkshire and surrounding areas
Hours	Full time, although part-time/ term time may be considered
Contract Type	Permanent

Summary of Learning to Work

We create high impact activities with local employers to inspire young people, educate them about opportunities and give them the skills they need to be successful in the workplace.

Job Description and Key Responsibilities

This role will provide front line project delivery to young people, teachers and business ambassadors to bring the world of work alive, specifically focusing on the project management of the work experience process from initial order through to full evaluation review.

The type of work will include:

- Interacting with young people who may still be at school (aged 6-19 years), college or not in employment, education or training. This may include one to one work interviewing a young person for work experience to delivering a small training / mentor session to addressing a class or whole year group during an activity.
- Co-ordinating and developing work experience opportunities for young people including contacting companies for placements as required by students in line with the service level agreement.
- Liaison with teachers in schools and colleges to agree future new work as well as project managing forthcoming activities.
- Liaison with and recruitment of business ambassadors to support delivery during activities, using their industry knowledge, experience and enthusiasm to match to appropriate opportunities to inspire young people about the world of work.
- Liaison with key personnel in partner organisations to include local authorities, funding bodies and working groups to deliver common objectives and / or projects.
- The creative ability to design and produce presentations for workshops or new projects aimed at young people, business volunteers or teachers.
- Conduct risk assessments for activities and health and safety checks prior to young people going out on work experience. Ensuring all paperwork is completed correctly, properly recorded, communicated and stored.
- Understanding and adhering to reporting procedures for funders, evaluating all work in a timely manner to review, record and publicise. Practice good practice guidelines to ensure our Matrix accreditation is upheld.
- Ensuring databases are updated on a daily basis with student and company information.
- Performing admin and office support activities – mail merge, updating spreadsheets, sending correspondence as required.
- Any other duties as required to ensure the effective operations of the company and to meet the needs of the business plan.

KEY SKILLS & EXPERIENCE REQUIRED

Essential

- Excellent communication skills and the ability to adapt your style according to the situation. This role will require you to communicate in many different ways, both in writing and in person. This will include situations where you will effectively deliver messages to young people at the start of an activity, negotiate a new project with a teacher in school or engage a new business ambassador to support a young person on work experience.
- Proven project management expertise to understand and plan project milestones, the ability to work on more than one project at any one time
- The ability to work to tight and sometimes conflicting deadlines and the ability to prioritise workload according to customer and company need
- Customer service and the ability to identify what this means to different customers, including managing customer expectations, delivering results as well as project managing previously agreed milestones to deliver anticipated outcomes.
- Customer relationship management – an understanding of and experience of delivering. Looking after a range of stakeholders and understanding each of their different needs, motivations and organisational requirements be it a corporate business or a flagship school.
- Team player – the ability to be responsible for your own workload but not at the expense of the overall company targets and the ability to collectively meet them together.
- Attention to detail to ensure work is of a high standard, accurate, clear and concise.
- Business development and the ability to spot an opening or a new business opportunity whether this is in a business or a school. Networking with a range of stakeholders in different environments to promote the work of Learning to Work and create or pass on new opportunities.
- Good IT skills and experience working with databases.
- A can do attitude and willingness to help others and go that extra mile.
- Professional image and attitude to reflect the professionalism of the company, portraying a positive work ethic to young people you will be working with
- Evidence of continuing professional development and the desire to want to learn and enhance your skills.
- The ability to practice equal opportunities, demonstrate integrity and respect confidentiality at all times.
- A full and clean driving licence and the daily use of a car.

Desirable

- IOSH managing safely qualification
- IAG qualification
- Experience of managing budgets
- Up to date knowledge of the secondary education system
- Local knowledge of the schools and businesses in the area
- An awareness of OfSTED requirements and / or Government guidelines on curriculums for schools

Any other duties as required to ensure the effective operations of the company and to meet the needs of the business plan.

Learning to Work (South East)

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