

## JOB DESCRIPTION

<b>Job Holder</b>	
<b>Job Title</b>	Central Resources Intern
<b>Location</b>	Head office: London Scottish House, 95 Horseferry Road, London, SW1P 2DX
<b>Reports to</b>	Central Resources and Relationships Manager
<b>Direct reports</b>	N/A

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

- 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.
- To support the implementation of centrally run processes for managing employer and other partner relationships and opportunities to ensure we are able to connect young people to job, apprenticeship and work experience opportunities consistently and effectively.
- To support the development of new processes to support centrally managed programmes that meet the expectation of funders, partners and the needs of our beneficiaries.
- To support income generation by converting industry in-kind partners to funders of the Trust's work.

### Specific Responsibilities: (Job Content)

**To support the effective implementation and project management of Construction Youth Trust's centrally coordinated programmes (incl. Work Experience), working closely with the delivery team, in line with requirements, expectations and targets set out internally and by funders.**

This may include:

- Providing administrative support for the management of centrally run work experience placements, including supporting the vetting of new placements.
- Supporting both young people and employers during work experience placements, including escalating any challenges/issues to the Central Resources and Relationships Manager and collaboratively arriving at suitable solutions
- Supporting 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.
- Supporting employer involvement in activities, including researching and meeting potential new employer partners, as appropriate.
- Supporting the delivery of activities as necessary.

**To support the implementation of centrally run processes for managing employer and other partner relationships and opportunities to ensure we are able to connect young people to job, apprenticeship and work experience opportunities consistently and effectively.**

This may include:

- Processing incoming employer data relating to employment opportunities, work experience placements and other in-kind 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 as well as securing their support for the work of Construction Youth Trust and managing key relationships
- Champion processes and ensure buy-in from all members of staff at Construction Youth Trust
- Supporting the induction, training and support of Industry partners/volunteers as necessary



- Attending and supporting construction forums where relevant

**To support the development of new processes to support centrally managed programmes that meet the expectation of funders, partners and the needs of our beneficiaries.**

This may include:

- Supporting the creation and implementation of project management processes, including the maintenance of evidence and paper trails
- Ensuring all processes are managed in accordance with the Trust's policies on safeguarding, health & safety, confidentiality, data protection, equal opportunities etc.

**To support income generation by converting industry in-kind partners to funders of the Trust's work.**

This may include:

- Focusing Work Experience and Live Vacancies, introducing in-kind employers to the financial donation model of the Trust and converting them into financial supporters
- Championing the 'Making Giving Easier' donation strategy

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 a 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:**

