

JOB DESCRIPTION

Job Holder name	
Job Title	Schools & Programme Intern
Location	Head office: London Scottish House, 95 Horseferry Road, London, SW1P 2DX
Reports to	TBC
Direct reports	N/A

Main purpose of the role: (Job Summary)

- To support the delivery and development of effective programmes and activities for young people.
- To support the development of effective long-term working relationships with schools and referral partners.
- To support the team to enlist, manage and coordinate the support of local industry partners to connect young people with opportunities and employers that match their unique strengths and interests.
- To provide administrative support relating to the registration, monitoring and evaluation of young people who take part in the Trust's programmes and activities.
- To support the development of the local Hub.

Key Tasks and Responsibilities: (Job Content)

To support the delivery and development of the Trust's programmes and activities as directed by Line manager.

- Help to facilitate employer engagement activities in partner schools and the local community.
- Supporting the recruitment and engagement of young people on to programmes.
- Brief and support industry volunteers where necessary.
- Assist in preparing materials and equipment needed for programmes and activities.
- Helping deliver and/or co deliver fun and engaging activities for young people.
- Contributing to the wider development of the Trust e.g. participation in strategic working or task & finish groups.
- Ensure all activities are delivered in accordance with the Trust's policies on safeguarding, health & safety, confidentiality, data protection, equal opportunities etc.

To support the development of effective long-term working relationships with schools and referral partners.

- Work with the team to engage the 'buy-in' of school leadership teams, careers leads and teaching staff.
- Assist with the collection of ongoing evaluation from young people, teachers, referral and industry partners.

To support the team to enlist, manage and coordinate support of local industry partners, connecting young people with opportunities and employers that match their unique strengths and interests.

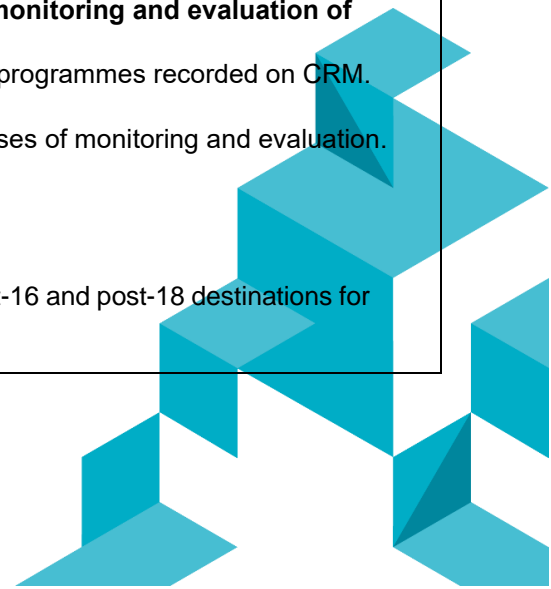
- Work with the team to gain the support of and motivate industry partners to engage and inspire young people through employer engagement activities in schools and the local community.
- Work with the team to build relationships with industry partners to identify a pipeline of future labour needs, including real employment and training opportunities (i.e. apprenticeships) to connect young people to.
- Attend and support local construction forums where relevant.

To provide administrative support to the team to assist the registration, monitoring and evaluation of young people who take part in the Trusts programmes and activities.

- Support the team to keep detailed records of the team's activities and programmes recorded on CRM.
- Support the team to register young people's information onto CRM.
- Support the team to ensure the relevant data is captured for the purposes of monitoring and evaluation.

To support the development of the local Hub.

- Represent the Trust at local networking events.
- Support the team in developing a good working knowledge of local post-16 and post-18 destinations for young people.





Safeguarding:

Construction Youth Trust takes the safeguarding of children, young people and vulnerable adults extremely seriously and all Trust staff have a duty to protect the welfare of those with whom we work. All staff have a 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:

