

## JOB DESCRIPTION

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

### 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.

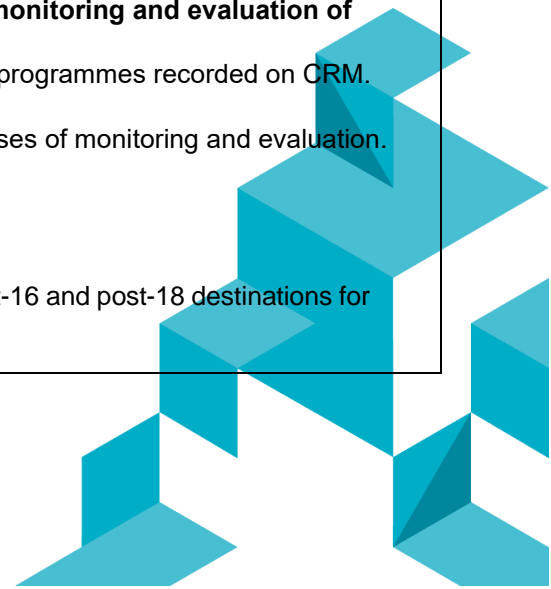
- Work with the team to gain the support of and motivate industry partners to engage and inspire young people through employer engagement activities in schools and the local community.
- Work with the team to build relationships with industry partners to identify a pipeline of future labour needs, including 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:**

