

Feltham Futures Project Coordinator – Time to Shine Internship Job Description & Person Specification

Reach Children's Hub, September 2019

Application Process

Reach Children's Hub is recruiting a Coordinator for our Feltham Futures project, which aims to support local school-leavers into the best possible post-school destinations. Info, Job Description & Person Specification attached. As the JD states, we would be employing them through the Rank Foundation's Time to Shine internship scheme.

There is a two-step process for this scheme:

- (1) We find a suitable candidate;
- (2) We are interviewed by Rank Foundation, with our candidate, and Rank decide whether or not to fund the person's role with us.

We are now inviting Expressions of Interest from potential candidates. We anticipate that the role would work really well for a recent graduate who was heavily involved in University Access work as a student.

Expressions of Interest can just come in the form of a short email to Luke - luke.billingham@reachacademy.org.uk - explaining why the person feels they are suited to the role, with their CV attached. The deadline for submitting an Eoi is 15th September. If anyone is interested and has queries about the role, they can contact Luke.

Job Details

Contract term: Fixed-term 12 month contract

Start & end date: January 2020 – December 2020

Hours: Full time (37.5 hours)

Location: Reach Academy Feltham, 53-55 High Street, Feltham, TW13 4AB

Pay: London Living Wage

Reports to: Reach Children's Hub Head of Strategy

The successful candidate must complete a DBS check on appointment.

Introduction to Reach Children's Hub

Reach Children's Hub is an innovative new charity based within Reach Academy, Feltham. The Hub provides cradle-to-career support for children, young people and families locally. We work with children from the age of 0-21, and the Feltham Futures project focuses on those aged 16-21: current and former students of Reach Academy, as well as current and former students from other local schools. In collaboration with a range of partner organisations, Feltham Futures helps local young people to reach the best possible post-school destinations, and also provides them with ongoing support through University, apprenticeship courses, or any other training or employment that local school-leavers may undertake.

Job Background: Rank Foundation's "Time To Shine" Internship Scheme

We are offering this position through the Rank Foundation's Time to Shine programme, which is designed to help young people make a start in the social sector. More information on the programme can be found [here](#). **Please note that the candidate selected by us will have to undertake an interview with the Rank Foundation, accompanied by a**

member of Reach staff. We will only be able to offer this role at Reach if we are successful at interview with the Rank Foundation.

If successfully enrolled onto the Time to Shine programme, the candidate will receive additional support and opportunities through the Rank Foundation. Please note that the Time to Shine programme includes residential conferences for which attendance is mandatory, taking place in mid-January, early June and late September 2020.

Job Purpose

The Feltham Futures Project Coordinator will work with Reach Children's Hub staff and with Reach Academy's Sixth Form team to support local 16+ students and local school-leavers. When working with those still at school, the Coordinators role will largely consist of providing 1:1 and group support for students, ensuring they have the information, advice and guidance they need to make well-informed decisions about their post-school options. When working with local school-leavers, the Coordinator's role will mostly be to keep up regular communication, provide basic support, sign-post to other services, and liaise with school staff with whom the young people had trusted relationships.

Key Responsibilities

The role's key responsibilities are:

- To support Reach Academy and other local students aged 16+ through information, advice and guidance regarding their post-18 options, on both a 1:1 and group basis
- To coordinate the activities of our Feltham Futures partner charities, such as Career Ready and OxFizz
- To support the Reach Sixth Form staff with all activities relating to University access and post-school destinations
- To liaise with staff across local schools in the Feltham area, ensuring that the Feltham Futures project is effectively and efficiently supporting their students with their post-18 options
- To communicate with school-leavers who have benefited from Feltham Futures activities, monitoring and supporting their progress through University/apprenticeship courses
- To develop the branding and communications for the Feltham Futures project
- To keep up-to-date with University application processes and apprenticeship course information
- To support the maintenance of participant data and information

Reach Children's Hub is in an early stage of development, and as such employees are required to be flexible in their approach to work, adapting to the needs of the organisation as it develops.

Person Specification

We are looking for the following essential and desired personal qualities. Given the nature of the Time to Shine programme, it is likely that the successful candidate will be at an early stage in their career.

Essential

- Qualified to work in the UK
- Good standard of proficiency in English and in IT (e.g. ability to use Microsoft Office software)
- Good understanding of safeguarding principles when working with young people
- Good organisational and communication skills
- Passion for supporting young people into the best possible post-school destinations
- Passion for supporting children, young people and families to flourish
- Ability to work both in a team and independently

Desirable

- Experience of working with young people
- Experience of working on University Access initiatives
- Experience of careers guidance
- Good knowledge of UK and international University options
- Good knowledge of apprenticeship options
- Ability to think innovatively and creatively
- Strong academic record

Please also note that the Rank Foundation are particularly interested in candidates who are:

- Keen to pursue a career in the social sector, and passionate about place-based social change
- Eager and able to make a difference to our organisation
- Interested in the opportunity to benefit from meeting other like-minded young people

Further Details

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Interviews

First stage interviews will take place during September/October 2019. Please note that you may also be asked to attend a second stage interview at the school. The Rank Foundation interview will take place during November.

Reference checking

References from previous and current employers will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period. The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Reach Academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

Equal Opportunities

Reach Academy is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all.