

Job Description for Programmes Assistant

Job title: Programmes Assistant

Reporting to: Head of Programmes

Location: CR0, London

Contract type: Part time, 12 months contract (may be extended depending on funding)

Salary: £12.50 Per Hour

Holiday entitlement: 28 days, inclusive of public holidays (pro-rata)

About Youth PWR Charity

Youth PWR Charity is a dynamic youth development and empowerment organisation set up to work with communities to engage, inspire and educate young people with a central commitment to empower the youth for constructive engagement and empowerment for a sustainable future.

We provide social and recreational activities for young people, as well as providing skills development programmes that are beneficial to young people in order to upskill them; organising workshops and activities to raise awareness and tackle issues around various subject matters that are relevant and of interest to young people, such as mental health, youth violence & employability amongst others.

Driven by our values and behaviours, we are a high-performing, forward-thinking and solution-focused organisation. We value teamwork and actively seek other opinions to ensure we can deliver to the highest standard, as well as commit to reflecting upon our work to ensure a continual improvement culture. We welcome applications from individuals who are inspired by our values and behaviours.

Our vision is for a world where all young people achieve their full potential and shape the future with power and confidence.

Scope and purpose of the role

We are looking for a Programmes Assistant to join our Youth Programmes team. We want you to use your creativity to help young people transform their lives, the services they use and the communities they live in. This role will focus on supporting the delivery and development of youth programmes and initiatives across the charity.

The Programmes Assistant will be a key member of our programmes team working across a portfolio of our inspiring projects and programmes that support young people to develop their skills, empower their potential and create positive change. In this role, you will particularly support the Head of Programmes in the coordination and delivery of our impactful employability programmes aimed at supporting young people, including our flagship programme, in which through the sales and distribution of our PWR Magazines, we provide training opportunities and access to employment to individuals at risk of criminal activities, ex-

offenders, and those not in education, employment, or training (NEET). The focus of our flagship employment initiative is sales training, equipping participants with the skills needed to excel in sales roles.

A significant part of the role involves supporting our Head of Programmes in the establishment and nurturing of partnerships with access-to-employment charities, educational institutions, and youth-focused platforms, enabling a collaborative environment that extends beyond our immediate operational sphere; developing impactful collaborations with key stakeholders, thereby expanding our network and increasing our social impact.

We are looking for a fun and enthusiastic individual with excellent communication and time management skills and an individual with an understanding of the issues young people face, and how they can be addressed through our programmes.

Specific duties and responsibilities

Programmes

- Plan, organise and manage programmes with the team
- Assist in the design and delivery of programmes and activities to young people.
- Engage, train and support young people with diverse needs.
- Establish positive relationships with young people and promote active participation.
- Support with promoting and building potential leads e.g. schools and community centres for educational programmes.
- Work collaboratively with a range of organisations, including but not limited to schools, youth services and local councils.
- Support with completing all required documentation accurately and within agreed timescales.
- Bring new ideas and approaches to our work.
- Ensure young people play a strong leadership role across our work.
- Keep up to date on new developments and trends within the youth sector
- Administrative duties as required, such as minute taking and completing end of session reports
- Act as an ambassador for the organisation.
- Be committed to safeguarding principles and be willing to put the welfare of children and young people at the forefront of your work.
- Able to take personal accountability for key work areas.
- Providing support for events, e.g. collating invitation list and monitoring responses, preparing delegate packs, attending events on the day.

Operations

- Develop a strong knowledge of Youth PWR's activities, its membership base and the wider youth/social enterprise sector.
- Support with developing and implementing comprehensive training initiatives that equip participants with practical skills for successful careers.
- Support with the delivery of our specialised sales training programmes, focusing on vulnerable youth.
- Support with developing and overseeing new sales teams to meet productivity benchmarks and expand our reach.
- Support with building and overseeing multiple sales teams, ensuring they achieve sales targets.
- Support with establishing and nurturing partnerships with access-to-employment charities, educational institutions, and youth-focused platforms.
- Support with maintaining and updating key policies and procedures.

Monitoring and evaluation

- Assist the evaluation of the organisation's projects, recording and reporting on key data and feedback to internal and external stakeholders to demonstrate impact.
- Steward our programme once underway e.g. through collecting and sharing feedback from service users.

Collaboration

- Be a proactive and hands-on member of a small team, contributing to other projects and liaising closely with colleagues across the team to ensure our activities run smoothly and are impactful.

Other responsibilities

- Embed the principles of Youth PWR's Diversity & Inclusion framework in our communications and in interactions with the staff, members, stakeholders etc.
- Undertake any other reasonable duties which may arise occasionally, and which are commensurate with the general level of the post and as requested by the Head of Programmes.

Person specification

Essential

- A passion and enthusiasm for working with young people
- Experience of working with young people in a range of settings including group and individually (this could be voluntary or paid work)
- Confident IT and social media user
- Excellent communication skills – spoken, written and presentational
- Excellent collaborative worker
- Understanding of community engagement, volunteering and social action
- Ability to determine priorities and targets
- Understanding of inclusion and differing needs of young people from varying backgrounds, cultures and experiences
- Understanding of child protection and safeguarding (training will be provided)
- An articulate and confident communicator with strong written communication skills and a rigorous attention to detail.
- Strong interpersonal skills, with ability to build relationships across organisation and with other stakeholders.
- Strong sand administrative skills including excellent attention to detail and effective time management skills, with ability to cope with a full and varied workload, prioritise and work to deadlines.
- Positive and collaborative attitude across all aspects of work.

Desirable

- Relevant experience in a similar role.
- Passion for supporting young people in realising their potential.
- Project management skills.
- Willingness to work some weekends, with time off in lieu.

Other

- Kind, calm and patient when dealing with a range of internal and external stakeholders at all levels.
- Demonstrates sensitivity and possesses the ability to manage effectively the organisational tensions that sometimes develop between all stakeholders involved in the organisation and delivery of its work.
- Team Player: works collaboratively and flexibly to achieve outcomes and is keen to add value to the organisation's culture and ethos.