

Job Pack

All you need to know about working at Spark2Life.



Introduction

We are delighted you are considering applying for a role at Spark2Life.

We are a small, dedicated team who work with young people, families, professionals, volunteers, and partners to deliver a wide range of programmes which align with our mission. We are looking for an enthusiastic person to join our team; someone committed to reduce violence affecting young people and who wants to work with likeminded people to make a difference. This information pack contains important information about the organisation, and the specific role you will be applying for. Please read it carefully.

To request this information in other formats, or if you have any queries, please contact Recruitment@spark2life.co.uk

About Spark2Life

Spark2Life is a community inspired charity. We have been running programmes since 2006 and we operate in London, Kent and Buckinghamshire.

Our mission: To prevent harm and promote life. We strive to reduce violence affecting young people, racial disproportionality and school exclusions. We exist to help young people thrive by equipping them with the tools to successfully navigate life and increase resilience.

How we work: We work in schools and the community providing a wrap-around type of support to young people who are impacted by violence and criminal exploitation. We support their families and we train professionals in the sector to strengthen the support young people receive. Our programmes include: Mentoring; Casework; Detached work; Advocacy; Counselling; Awareness.

Our Values:

Hope

Through working together we aim to present SMART goals so those we support can reach and achieve what they do not have but need to become their best selves.

Transformation

Offer new perspectives of thinking that influences a person's behaviour.

Love

To offer unconditional positive regard and to show the outworking of our love through acts of service especially for those deemed less deserving due to their offending history.

Justice

A wholistic person centred approach to justice. People may be dually convicted, but we need to make sure they are not un-fairly treated and sentenced.

Integrity

Our action must match our words and we must speak from a place of truth and honesty seasoned with love and compassion.

Forgiveness

Forgiveness can be hard to give and at times receive but carries so much power that when processed can lead to true freedom. If we want to receive forgiveness, we must learn to offer forgiveness.

Wellbeing

Looking after oneself is important and rest is a necessity. Self-awareness and finding a healthylife rhythm is key to physical, emotional, and mental well-being. We seek to foster an environment that is supportive, accountable, and honest with ourselves and one another. We can only give out of what we have.

Advocacy

We are committed to speaking up and standing up for those we represent and advocate for and with. We are passionate when it comes to fighting for racial and social justice to address issues of inequality and equity.



“Every role at Spark2Life is critical to our mission to keep young people safe from harm and violence, including this role. Spark2Life is an inclusive employer and keen to attract diverse talent”.

Dez Brown – CEO & Founder of Spark2Life

Role Description

Detached Casework Mentor

Salary range:	£25,000 - £30,000
Annual leave:	25 days a year plus England Bank Holidays
Hours:	37.5 hours per week
Location:	East London
Duration:	3 year Fixed Term Contract (possibility to extend)
Reports to:	Interventions Manager

About the role

As an Employment Advisor you would provide professional career guidance services, to improve young people's skills, knowledge and understanding for career planning. The ETE Advisor will provide the vital link between young people who are NEET (Not in Education, Employment or Training) and the work and training opportunities available to them.

The caseload of 11-25-year-olds who may face multiple barriers or lack motivation will be supported to develop their confidence and belief in the benefits of a sustainable working life, and in further education and training.



Job Description

Duties and Responsibilities

- Independently source and secure employment opportunities with a range of employers and to actively broker clients into these roles. This role will include securing Employer relationships and developing an Employer portfolio through successful business development.
- Independently source and secure training and education opportunities with a range of educational establishments.
- Establishing positive relationships with referral bodies such as YOS, PRU and internal stakeholders
- Attending community events, open days, jobs fairs etc with a view to meeting and identifying training and employment opportunities.
- Discuss and agree individual development plans with young person and monitor progress against these plans
- Utilise skills assessment tools; computer aided guidance packages and psychometric assessments as required.
- Provide tailored information, advice and guidance to young person in structured group situations and in one-to-one interviews.
- Organise and deliver accredited and unaccredited group sessions on all aspects of employability, including personal development and qualifications.
- Support young person through each stage of the young person's journey through individual meetings, phone calls and other intensive forms of support.
- Work with young person on CV writing, industry specific interview skills, applications and job search techniques; building the capacity of each individual client to lead their own employment search plan and to develop the skills for individual job search.
- Support young person to overcome barriers to employment including support for childcare issues, benefits issues, lack of confidence and lack of information about job opportunities and available in-work benefits.
- Work with partner organisations including training providers and job brokerage agencies to ensure individual pathways are supported by a full package of services and lead to the development of skills, motivation and eventual employment.
- Track young person's progress throughout the life of the project and provide follow up information about their destinations.
- Monitor and evaluate data and provide monthly monitoring reports in line with the project's monitoring schedule.

Person Specification

Experience & Qualifications

- Minimum of 2 Years experience working in the employability sector as an Employment Advisor or in an advisory capacity is essential
- A level 3/4 NVQ qualification in Information, Advice and Guidance, or equivalent.
- Level 3 Award in Education and Training (AET) (Desirable)
- Level 4 Certificate in Education and Training (CET)) (Desirable)
- Level 5 Diploma in Education and Training) (Desirable)

Skills, abilities and knowledge

- Ability to manage multiple demands while ensuring timely completion of tasks
- Excellent communication skills – both written and oral and ability to liaise with people at all levels and engage with young people
- Excellent time management skills – ability to plan, multitask and prioritise work to ensure that all activities are completed within deadlines.
- Excellent IT skills including Outlook, Word and Excel with the ability to quickly learn how to use new apps/ software including extracting vital data from databases

Personal Qualities

- Commitment to anti-discriminatory practice and equal opportunities and an ability to apply awareness of diversity issues to all areas of work.
- Undertake training as required.
- Commitment to the core values and ethos of Spark2Life which is based on Christian Principles.
- Interested and motivated to further own skills and knowledge.

Being part of the team

At Spark2Life we want people to grow and succeed

Alongside our values, we expect everyone to display the behaviours needed to contribute to our vision and purpose. In return we seek to offer an inclusive, rewarding, and collaborative environment and several benefits.

Stay and grow

- 25 days annual leave, plus 8 bank holidays per year
- Annual performance review with development plans
- Manage your attendance, expenses and development via easy to use online Bright HR system and app
- Discounts for services and products via Bright HR system
- Free access to counselling
- Access to Employee Assistance Programme
- Team building sessions throughout the year

How to apply

To apply for this post, please send your CV via email to **Recruitment@spark2life.co.uk**

For any questions or to arrange an informal chat about this role, email the Managing Director Jamela Ricketts on jamela@spark2life.co.uk

Equal opportunities matter

Spark2Life is committed to providing equal opportunities for everyone regardless of their background.

If you would like to discuss your application, or have any queries about our work, please contact Recruitment@spark2life.co.uk.

