



JOB DESCRIPTION

Job Title:	Programme Admin. Officer (PAO)
Locations:	London –1. Harris City Academy Crystal Palace and 2. Harris Academy Peckham
Reporting to:	Project Manager Mr Chris Dusu
Pay rate:	£12 per hour
Contract time and terms:	9 hours a week for 14 weeks. PAO will work 3 hours once a week at HAP, 3 hours once a week at HCACP and 3 hours off-site to perform project administration tasks, total time 9 hours a week. The successful professional will be engaged on a consultancy service contract and will be responsible for their own tax arrangement

Background:

The Damilola Taylor Trust (DTT) is a charitable company limited by guarantee incorporated in May 2001 in memory of Damilola Taylor and registered as a charity in July 2001. Its founding mission is to provide inner-city youths with opportunities to play, learn and live their lives free of fear and violence, and with optimism for a future where opportunities abound.

DTT's Careers Pathway Programme for schools (CPPFS) is an ambitious programme to support pupils who are at risk of/have engaged in criminal activity to engage fully in education and commence on a journey to meaningful careers. The programme addresses barriers to positive engagement and progression through interactive workshops and career mentor support (from professional recent HE graduates) to enable pupils to develop motivation, aspiration and confidence to advance through education and beyond, into positive career pathways. This project will be delivered to 2 cohorts of 20 pupils aged (14-15) at the following schools: 1. Harris City Academy Crystal Palace, Maberley Road, London SE19 2JH and

2. Harris Academy Peckham, 112 Peckham Road, Peckham, London SE15 5DZ

The project will be delivered by a mix of issue-based interactive workshops to build mental toughness, develop personal, social, and self-management skills along with group mentoring activities with dedicated peer/career mentors once a week for at least 12 weeks after-school covering:

- Study-skills exercises; time management and organizational skills development.
- Discussion of self-control topics (problem-solving, conflict resolution, stress, anger management).
- Consideration of career opportunities.
- Provision of recreational/social activities designed to increase social skills and creative/artistic expression.
- Introduction to different career sectors, exploring interests and developing pathways to careers
- Support with essential employability skills training including CV development, interview, and presentation; and
- Opportunities to participate in organisational tours, with partner business organisations.

Job purpose:

The purpose of the role is to support the Project Manager and the delivery partner Hudl CIC to deliver the programme by providing support aligned to needs of participants and their parents so that pupils can derive optimum benefit from participating in the programme.

Roles and responsibilities:

The main responsibilities of the job include:

1. Assist delivery partner with preparing the venue for workshops and providing light refreshments/snacks
2. Observe participants and liaise closely with them through regular informal 1-1 reviews to obtain information about their experience of the programme to ensure that the support provided is aligned to need.
3. Provide ongoing support to parents through monthly phone contact to gain their views on progress; advice on key ways in which parents can support their child to benefit most from the programme.
4. Assist the delivery partner as needed to ensure effective delivery of activities.
5. Assist the Project Manager with recording project outputs, administering surveys to obtain participant feedback, as well as self-reporting questionnaires to measure project outcomes.

Key working relationships

As part of the project team, the PAO will work in collaboration with the Project Manager and the delivery partner's staff to ensure smooth delivery of the programme.

Person specification**Knowledge, qualifications and experience**

- Experience of working on projects aimed at supporting the development of young people (YP).
- Experience in general project administration activities
- Education to GCE "A level/ College

Skills and abilities

- Good English language and communication skills
- Ability to interact effectively with school pupils, including those with behavioural issues, low self-esteem and lack of confidence
- Basic IT skills, ability to use Microsoft Office programs such as Excel and Word to produce written reports
- A highly organised person with attention to detail.
- Ability to learn quickly and seek guidance where required.

Personal qualities

- Commitment to and compliance with DTT's safeguarding policy
- Enhanced DBS Check, with good knowledge of best practice safeguarding procedures,
- Fit to work in an education setting

Application process

To apply: Complete application form - www.bit.ly/app-paofficer email to Chris Dusu, if you have any questions please email chris@impactaccountants.com