



Job Description

POST:	Kickstart Programme Co-ordinator
RESPONSIBLE TO:	TBC
SALARY:	SP7 to SP11 (£24,279 - £26,076 Inner London) (£22,995 - £24,693 Outer London) (£20,092 - £21,748 National)
LOCATION:	TBC
WORKING PATTERN:	37 hours per week
DISCLOSURE LEVEL:	Enhanced Criminal Records Disclosure with Barred List Check

JOB PURPOSE:

The post holder will lead the planning and delivery of the Oasis Kickstart Programme ensuring the appropriate and effective use of Government funding to attract, employ, train and develop young people as Kickstart Assistants, to improve their long term employability and employment prospects.

This is a new Government scheme and role and as such, the duties outlined in this job description may be modified in consultation with the post-holder, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Strategic leadership and direction of the Kickstart Programme

- Promote the programme internally within the Oasis Group including Oasis Community Learning (Academy and National Service leaders), Oasis Community Partnerships and Oasis Community Housing.
- Liaise with the Department of Work & Pensions/Job Centre Coaches in respect of available opportunities and relevant job descriptions
- Receive, review and circulate prospective applications for placements
- Support the local advertisement and promotion of the Kickstart programme opportunities to young people who are at risk of long-term unemployment including OCL academy leavers, young people aged between 16-24 accessing our Oasis Youth programmes and Oasis Community Housing projects.
- Create and oversee the use of appropriate interview and assessment processes
- Support the local induction and onboarding of Kickstart Assistants
- Monitor and report on programme uptake, challenges and successes as required

Employability support

- Working closely with the Learning & Development Manager and other PD colleagues, create and publish online resources and tools designed to support personal and professional development of Kickstart Assistants
- Liaise with academy based career guidance professionals to identify and collate materials that will aid Kickstart Assistants in identifying and securing long-term work
- Organise national events such as webinars
- Provide support with CV and interview preparation

Reporting

- Prepare funding claims and reports for internal and external stakeholders
- With support from Finance, monitor programme budgets and expenditure

Working with others

- Act as point of contact/reference point for all staff on the Kickstart Programme.
- Provide advice and guidance to Kickstart Supervisors/Mentors, liaising with People Directorate team members where required.
- Develop pro-formas and other paperwork, in order to create an administrative infrastructure as part of an effective communications and reporting system.
- With support from PD colleagues, devise and implement an effective and appropriate performance management/review process which challenges and supports the personal and professional growth of Kickstart Assistants
- Contribute to People Management processes relating to matters of absence, conduct, capability and safeguarding.

ORGANISATIONAL RESPONSIBILITIES

Safeguarding children and young people

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- **To work to the best of ability, to be diligent, honest and ethical in the performance of duties and to conduct personal and professional life in a way which seeks to uphold the Oasis Ethos and the Oasis 9 Habits**
- To effectively contribute to our organisational commitment to excellent education at the heart of our communities.
- To be aware of and understand our Equality and Diversity Policy and ensure at all times that the duties of the post are carried out in accordance with the Policy.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions and to co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Review and develop own professional practice, maintain effectiveness as a member of the staff by taking responsibility for own continuing professional development.
- Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

OTHER:

The above responsibilities are subject to the general duties and responsibilities contained in your Contract of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

Person Specification

Kickstart Programme Co-Ordinator

Our Purpose

At Oasis our mission is to transform the communities in which we serve, through our Hub activities and education provision as one of the UK's largest multi-academy trusts. We are committed to a model of inclusion, equality, healthy relationships, hope and perseverance and this permeates through all aspects of the life and culture of each academy, hub and the organisation as a whole.

Oasis Hubs are local places of activity that provide integrated, high quality and diverse services to benefit the whole person and the whole community. An Oasis Hub is a community movement and the joining together of all the work Oasis does in any one place, which could include foodbanks, debt advice centres, family support and advice services, healthcare, youth work, children's work and formal education through Oasis primary and secondary Academies. The purpose of the Hub is to serve the whole person and the whole community and to ensure that people are able to flourish.

The vision of Oasis Community Learning (OCL) is to create 'Exceptional Education at the Heart of the Community.' All of our Academies are committed to achieving this vision through developing character, competence and sense of community with every child, providing a rich educational experience that is underpinned by our philosophy of education; inspirational leadership, deep learning and healthy communities.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. We are committed to a model of inclusion, hope, perseverance, healthy relationships and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> A relevant qualification at Level 4 on the NQF or equivalent Maths and English GCSE grade A* - C or Numeracy and Literacy Level 2 on the NQF or equivalent. 	<ul style="list-style-type: none"> A Level 5 or above qualification on the NQF (Degree/HND) HR qualification
Experience, Skills & Knowledge	<ul style="list-style-type: none"> Experience of arranging and carrying out recruitment activities and pre-employment checks. The ability to converse at ease, and provide advice in accurate spoken English' Computer literate with good working knowledge and experience of a range of programs including Microsoft Word, Excel and Sharepoint. 	<ul style="list-style-type: none"> Experience of leading a team (management, appraisal) Experience of working in a school or other educational establishment Experience in youth work/guidance/working with children and young people, particularly those facing significant life challenges.

	<ul style="list-style-type: none"> • Ability to produce articulate and concise written reports within a given timescale. • Excellent organisational skills • Excellent interpersonal skills • Good knowledge of GDPR 	<ul style="list-style-type: none"> • Knowledge and understanding of Child Protection protocol
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Ability to work unsupervised and to plan and prioritise effectively. • A collaborative team player • High level of discretion and confidentiality • Reliability, motivation, adaptability and resilience under pressure • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS checks • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos. 	<ul style="list-style-type: none"> • An interest in HR activities • A desire and proven track-record of successfully working with vulnerable young people. • Motivation to work with children and young people and their families