

Programme Officer Internship Job Description

Job Summary

To assist in the delivery of our school leadership programme and assist with digital marketing strategy

BIGKID is looking for a vibrant, sociable, creative to join its dynamic team of world shakers in helping run our schools Leadership programme. We are looking for someone who loves to make a difference in the lives of young people. Being a key figure and role model in the lives of the students we engage with.

This position is a twelve-month PAID internship (March 2023-February 2024) supported by the Jack Petchey Foundation. Applicants must be ready to start the position by 27/03/23

Successful applicants will be also be provided a £1000 bursary towards approved training, helping develop the skills and knowledge needed for your future

About Us

BIGKID exists to equip young people at risk of social exclusion and youth violence to take control of their lives, find, develop, and act on their own potential. We believe that behind every kid is something BIG.

We firmly believe in supporting and cultivating our staff enabling them to work flexibly, be creative and develop new areas of interest. We believe that by investing in the interests and values of our team we can enhance the work we do together and the impact we have with our young people. The BIGKID team culture is at the core of our work, and we work hard to nurture the team.

BIGKID is a fast growing, multi-award winning, organisation with many exciting opportunities from MasterChef events with Michel Roux Jnr, sailing in Suffolk, NFL and Nike collaborations to quiz nights, youth club and mentoring. We encourage our team to be involved across the organisation with whole team efforts enhancing our success. This role will enable you to have many new and exciting experiences in a team which will encourage you to try new things and make the job your own.

We encourage applications from people looking for a flexible and family friendly way of working.

Main Office:Dexters Adventure Playground, SE240LH, London

About This Role

The Bigkid Breaking Barriers Programme is Leadership programme that is primarily delivered in schools across London, aimed at students who are at risk of exclusion from schools. Over the course of the programme (12 weeks) Breaking Barrier facilitators work with students delivering exercise and team building tasks that cover the 5 main applications of leadership; Inspire a Shared Vision, Model the way, Challenge The Process, Enable Others To Act and Encourage the heart. The aim of the programme is to help reintegrate these students back into the school system and for them to see the value education brings, but also the value they bring to their communities.

As a Programme Officer, you will be helping with the delivery of our Breaking Barriers Leadership Programme. As well as having a passion for young people, Strong public speaking skills will be necessary due to the nature of the role. You'll need to be an all-rounder and an excellent communicator, organised, creative, bold, adept at social media, able to build relationships with community members and organisations as well as handle your own admin.

Communication skills are essential and a willingness to commit and get behind the BIGKID vision. No, it's not for the faint hearted but we can promise you will be supported all the way and you will have the great satisfaction of seeing your hard work lift a community and change young lives.

You Should Apply To This Role Because

- BIGKID is an effective and fast-growing organisation
- The work is flexible
- You can make the role your own
- You will part of a fabulous team
- You will be impacting the lives of hundreds of young people
- You can bring your ideas to the table and see them through to fruition

MAIN DUTIES & RESPONSIBILITIES

Direct Support Work with Service Users

To plan and deliver our Breaking Barriers Leadership Programme in schools across London

Effectively communicate and liaise with school personal to grow the programme across schools in London

To provide mental and Pastoral support to service users within schools and our wider community programmes

To collect and interoperate well being data collected from service users during delivery of the programme

To market the programme effectively to potential schools across London

To provide appropriate and responsible advice to service users during delivery of the programme

To collect quality marketing content from sessions to promote the programme.

Acquire promotional content for marketing Bigkid Programmes

To be familiar with social media guidelines pertaining to Bigkid Programmes

To contribute towards effectively promoting/marketing Bigkid programmes through social media platforms and content creation

To aid in collect marketing content from our various Bigkid Programmes

To monitor and evaluate effectiveness of promotional strategy for Bigkid Programmes

ADDITIONAL DUTIES AND RESPONSIBILITIES

To implement BIGKID Foundation's Safeguarding and Equal Opportunities Policy in all areas of work.

Preparing for, attending and participating in regular team meetings and one-to-one supervision sessions with your line manager as well as attending appropriate service user related meetings as directed by them.

To keep informed and up to date with regards to current initiatives in learning, physical activities and related mental health fields.

To represent the BIGKID Foundation in a professional manner at all times.

To participate fully in training, as directed by the CEO.

Any other duties appropriate to the post of Programme Coordinator, as directed by the Programme Manager, Outreach Officer or CEO.

Programme Officer Person specification

	Criteria
Skills and Abilities	<ul style="list-style-type: none"> • Ability to build a good rapport with young people • Good communication and presentation skills • Strong organisational and prioritisation skills • Office administration skills • Good interpersonal skills
Experience	<ul style="list-style-type: none"> • Experience working with young people in community programme settings • Experience working with young people in school settings • Experience collecting media content (photography & video) • Supporting and motivating young people • Experience collecting and analysing survey data

<p>Knowledge</p>	<ul style="list-style-type: none"> • Understanding of current social and mental needs of young people • Knowledge of safeguarding practice
<p>Personal attributes and other requirements</p>	<ul style="list-style-type: none"> • Committed to the vision and aims of BIGKID Foundation • A team player • Punctual and reliable • Ability to work independently and with limited supervision • Personable, enthusiastic and flexible