

PROGRAMME SPECIALIST JOB DESCRIPTION

As A DFN Project SEARCH Programme Specialist you shall be required to report to the Chief Executive Officer of DFN Project SEARCH.

1. Overall Responsibility: Promote, Establish, Support & Develop Project Search Programmes.

2. Job Summary

You will be required to identify opportunities to develop and grow Project SEARCH programmes across a geographical area with the aim of supporting the organisation to ensure that as many people as need it have access to Project SEARCH programmes. In addition, you will be required to develop strategies to ensure that the operational programmes in your area are achieving at least the average outcomes expected for young people in our programmes and so you must be committed to continuous improvement. You will be specifically required to develop strong partnerships and train and support colleagues within your area. You may also be required to support colleagues promoting DFN Project SEARCH in other areas, further European projects as required and contribute to the development of relevant new UK focussed materials.

3. Key Responsibilities: -

- a) Provide the services set out in our license agreement for DFN Project SEARCH in support of new and developing projects.
- b) Role model both the ethos and the aims of DFN Project SEARCH in your interactions with schools, colleges, local authorities, employers, interns and their families by maintaining professionalism and high personal standards within the context of all that you do.
- c) Share responsibility for promoting effective teaching and learning throughout the projects in collaboration with other members of the Project SEARCH team.
- d) Work as a proactive member of the staff team to support the delivery of the DFN Project SEARCH policy and development plan.
- e) Provide particular insight and specialisms with regards to policy development as it relates to London and greater London area development.
- f) Assist in auditing the work of local projects to provide assurance that they are meeting the quality standards and that they support DFN Project SEARCH policy, plans and targets. Draft constructive advice and improvement plans for individual projects to further develop delivery of effective practice and outcomes for interns.
- g) Ensure that DFN Project SEARCH is working within government and statutory guidelines by maintaining regular contacts with other organisations, advisory

staff etc, to keep the charity informed of new developments / approaches being adopted elsewhere.

- h) Engage in the performance management process to further improve your own professional development and effectiveness.
- i) Provide timely professional advice and assistance to potential and existing programmes as required including promoting the use of the available curriculum resources, strengthening these where required to share best practice with your programmes.
- j) Provide information and advice for the development, selection and ordering of resources within the budget allocated to promote improvements to good practice.
- k) Support the development of the DFN Project SEARCH employability curriculum with colleagues and contribute to schemes of work where appropriate which promote innovative approaches and address the developing needs of our interns so as to promote improved outcomes.
- l) Contribute to national and regional training events. Lead local focussed training events.
- m) Assist staff colleagues in collecting, monitoring and use of project employment data to identify projects in need of further support and development of the programme.
- n) Advise your manager of issues, opportunities for development or resources needed to achieve further improvement.

Other Duties

As a Programme Specialist you will be expected to:

- a) Demonstrate effective project planning and preparation so that each project delivers achieves the highest quality programme possible and great employment outcomes for the interns.
- b) Establish effective working relationships with schools, colleges, local authorities, employers and the project professional staff to promote the building of excellent partnerships at each site to ensure the effective running of programmes and promote sustainability in a volatile environment.
- c) Take an active part in decision making, planning and audit processes of each project.
- d) Ensure that you implement DFN Project SEARCH policy and have a clear understanding of required quality standards and criteria which constitute effective teaching and learning
- e) To contribute to the development of a new enhanced UK offer to new and current projects to better prepare our interns for employment.

PROGRAMME SPECIALIST PERSON SPECIFICATION

Essential	Desirable
Experience and Qualifications	
Educated to degree level or relevant Professional Qualification	Completed Project SEARCH training programmes
Experience of working within a Project SEARCH programme as a host business lead, the education sector, the supported employment sector or the local authority sector.	Held a senior position in a host business, the education sector, the supported employment sector or the local authority sector.
Experience of working with Project SEARCH programmes	Experience of selling products and services.
Experience of Partnership working	
Experience of Project Management	
Experience of delivering training and speaking at conferences and events	
Knowledge and Understanding	
Sound knowledge of English regulation and funding arrangements as they relate to education, supported employment and Access to Work	
An understanding of SEND provision in the UK	An understanding of funding arrangements in education, local authorities and the DWP in terms of transitions work
Understanding of the jobs market and employability challenges faced by young people with SEND	
Knowledge of employability skills curriculum and best practice	
Skills and Abilities	
Ability to work with a range of partners and feel comfortable in different business settings	
Policy influencing and networking skills	
Excellent written and oral communication skills	
Ability to take the initiative and to manage your own workload	