



Job Description

Job Title: Programme Assistant

Reporting to: Senior Programme Lead

Location: North-West, based at Ashton-under-Lyne

Background

Power2 is a fast growing and energetic children and young people's charity that has supported 30,000 young people since 2011. We are based in the North West of England and work across London and the North West to deliver early-intervention asset-based programmes to children and young people who have mental wellbeing challenges and are disengaged from school and more widely. With our support children and young people who are experiencing vulnerabilities and disadvantages improve their wellbeing, re-engage with school and learning, build networks and access opportunities.

We are well known for our accredited Teens and Toddlers programme and are supporting young people via Power2 Rediscover, an intensive 1:1 crisis response programme. All our programmes focus on improving mental wellbeing in order to reduce risk and improve outcomes.

We're committed to equality and operate within a culture and structure that recognises diversity and strives to be fair. We live by our values of Brave, Expert and Passionate and we aim to have an entrepreneurial and flexible approach to work.

The role

Programme Assistants, and the relationships they cultivate with the young people they work with, are at the heart of our success – so recruiting the right people is paramount. Programme Assistants support the management, set-up and smooth running of Power2 activities in schools and other educational settings. They must embrace responsibility and are accountable for their work as they provide assistance to the delivery of Power2 projects. They represent the charity and build positive relationships with the young people and key stakeholders.

You will be trained to deliver all our programmes and will primarily work in schools to support young people, their families, and school staff to ensure that at-risk pupils make the most of their education and improve their life chances. The successful candidates must be able to travel around the North West and work the occasional evening and weekend.

Responsibilities

Programme Delivery

- Empower young people to develop self-esteem, become more resilient and engage with school and their own future.
- Build and sustain constructive relationships with young people, including setting clear boundaries and knowing when to be flexible with young people and school partners.
- Support project delivery by assisting with planning, marking and data collection.
- Support the Programme Lead on such duties as may be necessary, e.g. scheduling meetings/events, help with VIP visits, presentations to students.
- Maintaining up to date contact details and cooperative relationships with schools and nursery staff.

- Ensure the effective implementation of and adherence to Power2's Safeguarding policy and procedures.

Business Development

- Support internal & external stakeholder relationships including; schools, nurseries, beneficiaries, funders, colleagues and other external professionals.
- Work with to ensure coordination of projects with stakeholders and any other projects as required, such as marketing functions.
- Provide feedback to Director of Service on any business development opportunities within schools as well as any school/nursery issues/difficulties.

Monitoring and Evaluation

- To ensure all evaluation data (usually paperwork) is collected accurately and promptly from all projects under the responsibility of the Programme Lead.
- Support the Programme Lead with data input into Salesforce.

Working Relationships

- **Internal:** Work as part of the wider team to ensure delivery of the charity's strategic goals. Provide cover for colleagues where necessary.
- **External:** To represent the charity to schools, young people, funders and supporters.

The above list is not exclusive or exhaustive and you may be required to undertake such other duties as may reasonably be required.

Person Specification

Required

- Willing/able to support delivery according to the basic principles of the Power2 programme approach.
- Ensure that safeguarding practices and procedures are followed and understood.
- A satisfactory Disclosure and Barring check (DBS) enhanced level with Children's Barred List.
- Support relationships with a wide variety of colleagues, partners and stakeholders¹.
- Confident, credible, professional and well-presented – a role model to young people and school staff alike and a good ambassador for Power2.
- Proactive and able to work with others to find pragmatic solutions to problems
- Able to work in a team.
- Able to maintain professional relationships with clients and feedback effectively to colleagues.
- Able to remain discrete and maintain confidentiality.
- Excellent communication skills.
- Able to remain patient and flexible within an environment of change.

Desirable

- Experience of working with children and/or young people.
- Experience working with schools - secondary and/or nurseries and/or primary.
- Familiar with MS Office tools and able to handle data transfer and submission using electronic means e.g. excel.

Personal Attributes

¹ Stakeholders can include: school staff, children and young people, team members, funders and other external professionals.

- **Behaviours** – can-do attitude, consistent, empathic, flexible and adaptable, non-judgmental, proactive, reliable, supportive, resilient.
- **Personal Leadership**
 - Self-aware and seeks to learn/develop self; willing to ask for help
 - Sets clear boundaries and manages expectations
 - Follows up on agreed actions
 - Supports the learning of others within Power2
 - Assumes positive intent.
- **Young Person Leadership**
 - Role models respect, assertiveness and confidence
 - Actively works to understand each young person and their needs
 - Genuinely interested and cares
 - Sets boundaries and manages them effectively
 - Stays focused, calm and committed even when tested.

Power2 reserves the right to amend the job description in line with changing organisational needs.