JOB APPLICATION PACK

Ref: 2023 – OCT/1

Scholarships and Internships Programmes Coordinator
Dear Potential Candidate

Thank you for taking the time to consider this job opportunity.

We are able to offer an excellent opportunity to work with Windsor Fellowship on the programme delivery side of our business:

This application pack provides:

1. an overview of the work of the Windsor Fellowship, Page 3
2. the job description, the person specification, Pages 4-9
3. details of how to access the online equal opportunities monitoring form, Pages 13-15

How to apply

1. If you would like to join our team, send your CV and covering letter to Karlene Mahoney: E: MahoneyK@windsor-fellowship.org

• Please quote the appropriate Job Reference Code in your CV and Covering Letter.
• Your covering letter should explain how your skills and experience relate to the Job Description/Personal Specification and also explain why you would like to work for the Windsor Fellowship. See pages 4-9.
• Your application should also include the names and contact details of two referees, indicating if they can be contacted before or after offer.

Instructions to other forms to be submitted at various stages of the recruitment process.

1. The Right to Work in the UK Page 10 - instructions and links
2. Equal Opportunities Page 13 - link to online monitoring form
3. Disabled Disclosure Page 15 - link to online monitoring form

Closing date for applications – Tuesday 31st October 2023, 12pm (noon)


We advise that you submit your application as soon as possible.

Best regards

Windsor Fellowship
**Windsor Fellowship**

The Windsor Fellowship designs and delivers innovative personal development and leadership programmes, which enable talent from diverse communities to be realised. We achieve this by partnering with leading organisation from the private and public sectors as well as developing relations with schools, universities and community groups throughout the UK. We have trained and supported over 119,000 young people to successfully navigate key milestones along their journey to education, employment, training goals to become confident, active role model citizens.

The main objectives underpinning our works are to:

1) Improve educational attainment levels
2) Strengthen community cohesion
3) Achieve a greater equality of employment outcomes

The purpose of our organisation as described in our governing document is to:

1) Improve academic achievement of young people
2) Encourage and enable them to take active part in civic life in accordance with principles of good governance
3) Guide and assist them in exploiting their educational and employment options
4) Enhance their ability to secure and progress in employment opportunities focused around careers in industry, commerce professions.

Benefits of working at the Windsor Fellowship:

**Benefits:**

- £29,000 per annum, pro-rata
- 3-5 days per week
- Part-time/hybrid working
- Group Pension Plan, combined minimum of 8% contribution
- Life Assurance
- 20 days annual leave, (pro-rata) plus all public holidays and organisation close down throughout the Christmas and New Year holidays (by agreement)
JOB DESCRIPTION

The Windsor Fellowship Scholarship & Internship programmes deliver initiatives targeted at students pursuing a PhD of study or an internship.

The Scholarship & Internship Programmes Co-ordinator is responsible for the effective and efficient running of administrative, DBS, logistical, operational, budget and event co-ordination of Scholarship & Internship programmes, working with the Scholarship & Internship Director and Programmes Managers, other teams within the Windsor Fellowship and other stakeholders. Additionally, the postholder works with the Governance and Compliance team to co-ordinate Windsor Fellowship programme impact data systems and processes.

The postholder will be a strong team player who can work with a range of partners and have the ability to manage a complex and changing workload. They will be responsible for managing and co-ordinating the logistics of a range of Scholarship & Internship activities ensuring that they are delivered in accordance with contractual obligations and Windsor Fellowship values.

Main responsibilities of the Postholder:

1. To effectively manage operational aspects of programmes and other activities for stakeholders, including Fellows (students) and sponsoring partners
2. To facilitate the management of external trainers/facilitators and/or volunteers for the Scholarship & Internship Directorate in accordance with Windsor Fellowship procedures
3. To be an effective project manager, meeting and delivering specified objectives
4. To be a competent team player, able deliver projects and activities on behalf of the Scholarship & Internship Directorate
5. To co-ordinate with Scholarship & Internship Directorate colleagues on all administration and organisation related to recruitment and marketing
6. To co-ordinate with Scholarship & Internship Directorate colleagues on all administration and organisation related to Windsor Fellowship workshops, seminars and events
7. To support the Scholarship & Internship Director and Programme Managers in their work
8. To implement systems to manage effectively computerised and manual databases and records, process information and produce reports as required
9. To work with colleagues across the Windsor Fellowship to deliver organisational processes, goals and projects, especially in relation to impact assessment (including data collation and reporting)
10. Ensure that Scholarship & Internship Directorate on-line and social media content is current and appropriate
11. Lead on the operational delivery of Windsor Fellowship DBS requirements in accordance with organisational policies and procedures

12. Lead on the operational delivery of Windsor Fellowship data collection and collation for assessing programme and organisational impact

1. Operational Delivery Management

1.1 To manage the operational delivery of projects and ensure their effective delivery within deadlines and to a high standard

1.2 To produce their own personal performance and development plans, with clear objectives and targets to be agreed by the Scholarship & Internship Director

1.3 To support and facilitate the management of volunteers for whom the postholder may have operational management responsibilities

1.4 To participate actively in the development and planning of the Windsor Fellowship, with colleagues through team reviews, training, staff meetings, Scholarship & Internship team meeting and business planning days

2. Marketing and Recruitment

2.1 To support the Scholarship & Internship Directorate’s marketing and recruiting for programmes in accordance with Windsor Fellowship procedures and agreed good practice

2.2 To lead on the distribution of application and publicity packs to individuals, education establishments and other relevant stakeholders

2.3 To operationalise systems that monitor and log enquiries for Scholarship & Internship as agreed and as necessary

2.4 To ensure that returned applications are recorded and logged on a database as per Windsor Fellowship protocols

2.5 To deliver the organisation and arrangement of interview schedules with appropriate colleagues, volunteers, sponsors, applicants and other relevant stakeholders, liaising with other Scholarship & Internship team members, Windsor Fellowship colleagues and volunteers as necessary. To share this information is distributed to relevant parties sufficiently in advance for effective participation

2.6 To assist and, where appropriate, lead on the preparation of reports related to recruitment, marketing and impact of Scholarship & Internship

2.7 To develop pro-forma, such as application forms, and other templates to support marketing and recruitment

2.8 To engage with social media and websites, including the production of copy text
2.9 To lead, as delegated, on the operational delivery of Windsor Fellowship DBS policy and procedures for staff and volunteers, ensuring accurate record keeping, training record and data protection requirements are adhered to. This will include working with the Governance and Compliance team to participate in policy development and co-ordination of cross-organisational activity.

3. Seminar, Event Organisation and Impact

3.1 To support the preparation of a current programme of events, workshops and seminars is produced for a rolling 12-month period, with periodic reviews and updates (at least on a quarterly basis)

3.2 To support the preparation of the content of information packs, with the Scholarship & Internship Director and Programme Managers, facilitators/guides and programme advisor(s)

3.3 To share all appropriate information is sent to stakeholders (Fellows and other relevant stakeholders (e.g. sponsors, facilitators/guides etc.) sufficiently in advance to ensure participation in seminars, events and other Windsor Fellowship activities

3.4 To support the sourcing of venues for events, seminars and other Scholarship & Internship programme activities, within budget and working towards confirming venues a year in advance. The post-holder should liaise where necessary with other Scholarship & Internship and Windsor Fellowship team members

3.5 To deliver effective secretarial and support services at seminars and events, including registration of participants, room allocations, stationary, training aids and refreshments

3.6 To attend events, workshops and seminars as required for the successful delivery of the role. This may require evening and/or overnight work

3.7 To ensure collation of all evaluations/client reports/reviews are obtained and recorded for the purposes of compiling impact reports

3.8 To ensure that processes and procedures are in place for tracking progression of Fellows and stakeholders

3.9 To lead on the operational delivery of Windsor Fellowship-wide data collection and collation to ensure that all relevant information and data is identified at the start of programmes and collection and collation built into programme design and delivery so that all information on programme and organisational outputs and outcomes is identified and embedded. This will require working with other teams and is an opportunity for cross-organisational impact for the postholder.

4. Presentation/ Communication

4.1 To ensure that Scholarship & Internship Directorate external correspondence meets the professional standard required by the Windsor Fellowship

4.2 To communicate with a range of audiences in an effective and professional manner
4.3 To communicate effectively with colleagues within the Windsor Fellowship and involve them in the development of services

4.4 To work effectively with the Scholarship & Internship team in all areas of communication

4.5 To support the effective management of all Scholarship & Internship Directorate external relationships, ensuring effective and professional regular communication

4.6 To update colleagues and other stakeholders on their work

4.7 To adhere to the Windsor Fellowship brand guidelines

5. Administrative Duties

5.1 To support the Scholarship & Internship Director and Programme Managers Liaison Officers in the delivery of their duties

5.2 To adhere to and, where required, establish and monitor databases on Fellows, sponsors, facilitators and other current or potential Windsor Fellowship stakeholders, ensuring that information contained is current, accurate, in a relevant format for users and complies with the appropriate data management protocols

5.3 To ensure accurate record keeping of information as per the agreed Windsor Fellowship protocols

5.4 To review and monitor record-keeping processes and participate in and support periodic reviews to ensure their efficacy

6. Budgets and Finance

6.1 To co-ordinate and process costs/expenditures of the Scholarship & Internship (e.g. Fellows’ expenses) within agreed budgets working closely with the Scholarship & Internship Director and Programme Managers

7. Corporate Policies, Work Ethic and Representing the Fellowship

7.1 To share the stated values and ethos of the Fellowship

7.2 To adhere to the staff policies, procedures and code of conduct

7.3 To carry out the duties of the post internally and externally in a professional, courteous and considerate manner

7.4 To represent the Fellowship effectively to all stakeholders

7.5 To ensure their whereabouts are communicated to colleagues across the Fellowship
7.6 To ensure that all Fellowship information is treated as confidential and not disclosed to any external person or organisation without the express written consent of the Fellowship

8. Additional Duties/Requirements

8.1 To support members of the Scholarship & Internship Directorate and other Windsor Fellowship staff, as appropriate

8.2 To work outside contractual office hours as and when work requires. Time in lieu is offered for this

8.3 A requirement of this post is a willingness and ability to undertake further training as necessary

This job description is not definitive or restrictive and will be subject to periodic review

PERSON SPECIFICATION: Scholarship & Internship Programmes Co-ordinator

E = Essential D= Desirable A=Application I=Interview/Assessment

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<td>1. To be educated to a minimum of A-Level or equivalent relevant experience</td>
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<td>2. A willingness to undertake further training</td>
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<th>Knowledge/Understanding</th>
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<td>3. To share the values and ethos of the Windsor Fellowship</td>
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<td>4. To have an understanding of the aims and philosophy of the Windsor Fellowship</td>
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<td>5. To have knowledge and understanding of diversity policies and equal opportunity issues and a commitment to their implementation</td>
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<td>6. To have a positive demeanour and a professional attitude to all stakeholders</td>
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<td>7. To have a high level of literacy and numerical skills to enable the production of clear and precise written material</td>
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<td>8. To have attention to detail ensuring that all tasks are done meticulously and efficiently</td>
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<td>9. To have the ability to plan their work effectively and that of others, meeting targets and deadlines</td>
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| **10.** To have the ability to project manage and effectively multi-task whilst maintaining a calm disposition | E A |
| **11.** To have a flexible attitude to working hours and adapt to changing circumstances | D A |
| **12.** To have a high level of oral presentation skills in communicating with external bodies | E A |
| **13.** To be able to engage with social media effectively and professionally, such as LinkedIn, Twitter and Facebook | |

**Experience**

| **14.** To have output-focused project management experience | E A/I |
| **15.** To have experience of organising and coordinating activities within a team | D A |
| **16.** To work effectively both individually and as part of a team | D A |
| **17.** To have experience of providing support to the professional and personal development of others, including young people | E A |
| **18.** To be able to deal with sensitive and confidential information professionally | E A/I |
| **19.** To have a thorough working knowledge of MS Suite including Excel, Teams, Word and Office 365 and a willingness and ability to develop information technology skills | |

**Rehabilitation of Offenders Act 1974**

| **20.** The post is exempt from the Rehabilitation of Offenders Act by virtue of the (Exceptions) order because it involves access to persons who are vulnerable, disabled, or addicted to drugs or alcohol or under 18 or over 65. You will be asked to reveal details of all convictions, spent or otherwise. | E A |
The Right to Work in the UK

The law on preventing illegal working is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (the 2006 Act) and sections 24 and 24B of the Immigration Act 1971.

When attending the interview we ask that you bring with you the original(s) of the document(s) detailed in one section only of either list A or B on the below 'Proof of Entitlement to Work'. You will need to prove your right to work in the UK.

How you do this depends on your nationality and what kind of permission you have to work in the UK.

British or Irish citizen

If you are British or Irish citizen, you can prove your right to work in the UK with either of the following:

- a British passport
- an Irish passport or passport card

Your passport or passport card can be current or expired.

If you do not have a passport or passport card, you can prove your right to work with one of the following:

- a UK birth or adoption certificate
- an Irish birth or adoption certificate
- a certificate of registration or naturalisation a British citizen

You must also provide an official letter or document from a previous employer or a government agency.

Example: You could use a letter from HM Revenue and Customs (HMRC), the Department for Work and Pensions (DWP) or the Social Security Agency in Northern Ireland.

The letter must show your name and National Insurance number.
Proof of Entitlement to Work for British or Irish citizen

Lists of acceptable documents for right to work checks

List A

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 1

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK and is allowed to do the type of work in question, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.

**List B Group 2**

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.

2. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.

3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.

4. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.

5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.
Not a British or Irish citizen

If you are not a British or Irish citizen you can prove your right to work with:

- a share code - you can [apply for a share code online](https://www.gov.uk) or
- your [immigration documents](https://www.gov.uk)

URL: [Prove your right to work to an employer: Get a share code online - GOV.UK (www.gov.uk)](https://www.gov.uk)

URL: [Prove your right to work to an employer: Using immigration documents - GOV.UK (www.gov.uk)](https://www.gov.uk)

If you cannot prove your right to work and you are not a British or Irish citizen, Windsor Fellowship can check if you can work with the [employer checking service](https://www.gov.uk).

URL: [Use the Employer Checking Service - GOV.UK (www.gov.uk)](https://www.gov.uk)

If you’re a Commonwealth citizen, you may be able to [get documents to show that you can work in the UK through the Windrush Scheme](https://www.gov.uk).

URL: [Windrush Scheme: get a document showing your right to be in the UK: Overview - GOV.UK (www.gov.uk)](https://www.gov.uk)

Equal Opportunities Statement

We the Windsor Fellowship are an equal opportunities employer. We are committed to ensuring that all our staff, applicants for employment and Programme beneficiaries is protected from unlawful discrimination.

What is Discrimination?

1. Direct discrimination occurs where someone is treated less favourably and put at a disadvantage on discriminatory grounds in relation to his or her employment/participation. Direct discrimination may even occur unintentionally.

2. Indirect discrimination occurs where the individual’s employment/participation is subject to an unjustified condition which one person, due to for example sex, race, age or nationality, finds more difficult to meet although, on the face of it, the condition or requirement is neutral.

3. Victimisation occurs where an individual is treated less favourably than colleagues/Fellows because s/he has taken action to assert their statutory rights or assisted a colleague/Fellow with information in that regard.

4. Harassment occurs where an individual is subjected to unwanted conduct that has the purpose or effect of violating that person’s dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for the individual.
Our Commitment

1. All employees, job applicants and Programme applicants will be treated equally, fairly and with respect.
2. Training Development and progression opportunities are available to all employees.
3. No employee, potential employee, Programme applicant or Fellow will receive less favourable treatment or will be discriminated against on the grounds of sex, race, colour, religion, religious belief, nationality, ethnic or national origin, age, marital status, civil partnership, disability, sexual orientation, trade union membership or activity or on the basis of gender re-assignment.
4. All employees and Fellows have a personal responsibility for the application of this equal opportunity policy, which extends to the treatment of both fellow employees and customers.
5. Any employee, potential employee, Programme applicant or Fellow who believes s/he may have been unfairly discriminated against is encouraged to use our grievance procedure and or complaints procedure.
6. Any employee, potential employee, Programme applicant or Fellow who conducts himself or herself in a discriminatory manner (whether on the grounds of sex, race, colour, religion, religious belief, nationality, age, ethnic origin, marital status, civil partnership, disability, sexual orientation or gender re-assignment) towards another employee, potential employee, Programme applicant, Fellow, customer or member of the public will be guilty of gross misconduct and will be subject to disciplinary action.

Online Equal Opportunity Monitoring Form

Windsor Fellowship wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

Windsor Fellowship is committed to encouraging applications from people with disabilities. We will offer an interview to an applicant who declares they have a disability, if the person meets the minimum criteria for the job as defined in the job description and personal specification.

We frequently review selection criteria and procedures to ensure that individuals are selected, promoted and treated on the basis of their relevant merits.

All our employees are given equality of opportunity and are encouraged to progress within the organisation.
We are committed to an ongoing programme of action to make this policy fully effective. To help ensure this policy is fully and fairly implemented and monitored and for no other reason, we ask you to consider completing this form, again however, filling in this form is voluntary.

https://windsorfellowship.wufoo.com/forms/qr10jq70iz2mdx/

The Disability Disclosure questions form part of the Equal Opportunity Monitoring Form. The Equal Opportunity Form is enabled to allow you can skip through those sections of the form that you do not wish to complete by selecting ‘Prefer Not To State’ so taking you to the Disability Disclosure section of the form.

If you have any questions about the form contact:

Karlene Mahoney at MahoneyK@windsor-fellowship.org
Disability Disclosure
(Please read guidance note below)

The Equality Act 2010 is designed to help make sure that disabled people have a fair chance of getting into and staying in employment. If you tell us you are disabled, we will make reasonable adjustments to the selection process and the working arrangements for this post, wherever possible. Please provide any information that you wish us to be aware of at this stage of the recruitment. This section will be passed to a member of the HR team, who will contact you if you are shortlisted to discuss the information you have provided.

Questions:
1. Do you consider yourself to be a disabled person as defined under the Equality Act 2010?
2. If your answer was “yes”, select the appropriate box(es) and give further details.
3. Provide details of any disability, condition or special needs not previously listed.
4. What is the effect or impact of your disability or health condition on your work?
5. Do you require any adjustments to the recruitment selection process, including the interview?
6. For the disability(ies) detailed do you wish to apply under the Disability Confident Scheme where Windsor Fellowship is committed to offer you an interview if you meet the minimum criteria for the job vacancy, subject to some exceptions.

Notes

The Equality Act 2010* states that a person has a disability if she or he has a physical or mental impairment, which has a substantial and long-term adverse effect on her or his ability to carry out normal day-to-day activities. Included in this definition are the following:

- Physical impairments (including asthma, diabetes, epilepsy etc)
- Mental impairments relating to mental functioning, including learning difficulties and mental health issues which are clinically well recognised.
- Sensory impairments such as hearing impairment or visual impairment (not corrected by glasses)
- Progressive conditions such as cancer, multiple sclerosis, muscular dystrophy or HIV infection
- People who have had an impairment in the past but have since recovered, (such as cancer, mental health issues)