

JOB APPLICATION PACK

INTERNSHIP and SCHOLARSHIP PROGRAMMES MANAGER

(This is a fixed term, 9 month position with a potential to extend)

Ref: 2023 – DEC/1

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**
- 2. the job description**
- 3. the person specification**
- 4. details of how to access the online equal opportunities monitoring form**

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

Your covering letter should explain how your skills and experience relate to the skills and experience we are seeking, as detailed in the Job Description/Personal Specification and to also explain why you would like to work for Windsor Fellowship.

Other Forms to be completed and submitted, see separate Word Documents:

2. The Right to Work in the UK Page 9
3. Equal Opportunities Page 11
4. Disability Disclosure Pages12

Closing date for applications – Sunday 7th January 2024, 11:45pm

Interviews – 11th to 17th January 2024

Best regards

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 19,000 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 London Based Windsor Fellowship:

Benefits:

- £31,000-£35,000 per annum, pro-rata
- 3-5 days per week
- Part-time/flexible working (by agreement)
- Group Pension Plan, combined minimum of 5% contribution
- Life Assurance
- 20 days annual leave, (pro-rata) including all public holidays and organisation close down throughout the Christmas and New Year holidays (by agreement)

POST: Internship & Scholarship Programmes Manager
REPORTING TO: Internship & Scholarship Programmes Director

The Windsor Fellowship Internship & Scholarship Programmes (ISP) delivers initiatives targeted at students in higher education and /or that are workplace-based.

The Internship & Scholarship Programme Managers are responsible for the good management of programmes and the delivery of these programmes, including recruitment, stakeholder (student/manager) liaison, on going support, data management and supporting the ISP Director in the running of the ISP Directorate administration and support services.

Main Responsibilities of the Post Holder:

1. To effectively manage delegated programmes and other activities for stakeholders, including Fellows (students) and as delegated, sponsoring partners
2. To manage their workload and that of staff and/or volunteers for whom the postholder is responsible
3. To be an effective project manager, meeting and delivering specified objectives
4. To be a competent team player, able to delegate, oversee and formulate projects for colleagues, including staff and /or volunteers for whom the postholder is responsible
5. To co-ordinate and lead on all administration and organisation related to recruitment and marketing
6. To co-ordinate and lead on all administration and organisation related to Windsor Fellowship workshops, seminars and events
7. To support the ISP Director in their work
8. To establish, oversee and review implementation of systems to manage effectively computerised and manual databases and records, process information and produce reports as required

1. Management

1.1 To manage 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 Internships And Scholarships Director

1.3 To manage all aspects of the workload and performance and development plans, with clear objectives and targets to be agreed by the Internship and Scholarship Director

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

2. Marketing and Recruitment

2.1 To plan, develop, co-ordinate and lead on 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 and education establishments

2.3 To establish a system that monitors and logs enquiries for ISP as agreed as necessary

2.4 To ensure that returned applications are recorded and logged on a database

2.5 To oversee the organisation and arrangement of interview schedules with appropriate colleagues, volunteers, sponsors, applicants and other relevant stakeholders, liaising with other Internships and Scholarships team members, Windsor Fellowship colleagues and volunteers, as necessary. To ensure that 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 and marketing of IISP

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.

3. Seminar and Event organising

3.1 To ensure, that 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 consult, in the preparation of the content of information packs, with the ISP Director and ISP Co-ordinator, facilitators/guides and programme advisor(s)

3.3 To ensure that 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 source, visit and secure venues for events, seminars and other ISP activities, within budget and working towards confirming venues a year in advance. The post-holder should liaise where necessary with other ISP and Windsor Fellowship team members

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

4. Presentation/ Communication

4.1 To ensure that ISP external correspondence meets the professional standard required by the Fellowship

4.2 To communicate with a range of audiences in an effective and confident manner

4.3 To communicate effectively to colleagues within the WF and involve them in the development of services

4.4 To work effectively with ISP Director in all areas of work and activity

4.5 To manage all Internships and Scholarships external relationships for which the postholder is responsible, ensuring effective and professional regular communication

4.6 To update colleagues on his/ her work

4.7 To adhere to the Windsor Fellowship brand guidelines

5. Administrative Duties

5.1 To support the Internships and Scholarships Director and Co-ordinator 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 Fellowship stakeholders, ensuring that information 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 manage costs/expenditure of the Internships and Scholarships (e.g. Fellows' expenses) within agreed budgets working closely with the ISP Director

7. Corporate Policies, Work Ethic and Representing the Fellowship

7.1 To share the stated values and ethos of the Windsor Fellowship

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

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

7.5 To represent the Windsor Fellowship effectively to all stakeholders

7.6 To ensure their whereabouts are communicated to colleagues across the Fellowship

7.7 To ensure that all Windsor Fellowship information is treated as confidential not disclosed to any external person or organisation without the express consent of the Windsor Fellowship

8. Additional Duties/requirements

8.1 To support members of the ISP team 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

PERSON SPECIFICATION: Internship & Scholarship Programmes Manager

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

Education/ Training		
<ul style="list-style-type: none"> To be educated to a minimum of an undergraduate degree or equivalent relevant experience A willingness to undertake further training 	E	A
	E	I
Knowledge/Understanding		
<ul style="list-style-type: none"> To share the values and ethos of the Windsor Fellowship To have an understanding of the aims and philosophy of the Windsor Fellowship To have an understanding of the UK higher education systems To have knowledge and understanding of diversity policies and equal opportunity issues and a commitment to their implementation 	E	I
	D	A
	D	A
	D	A
Skills and Abilities		
<ul style="list-style-type: none"> To have a positive demeanour and a professional attitude to all stakeholders To have a high level of literacy and numeric skills to enable the production of clear and precise written material To have an attention to detail ensuring that all tasks are done meticulously and efficiently To have a high level of oral presentation skills in communicating with external bodies To have an ability to project manage and effectively multi-task whilst maintaining a calm disposition To have a flexible attitude to working hours and adapt to changing circumstances To have an awareness of areas for personal development and a willingness to develop those of others To have a high level of oral presentation skills in communicating with external bodies To be able to engage with social media effectively and professionally, such as LinkedIn, Twitter and Facebook 	E	A
	E	I
	E	A/I
	E	A/I
	E	A
	E	A
	E	I
	D	A
	D	A

Experience		
<ul style="list-style-type: none"> • To have output-focused project management experience • To have experience of managing staff • To have experience of organising and coordinating activities within a team • To work effectively both individually and as part of a team • To have experience of providing support to the professional and personal development of others, including young people • 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 	E D D D D D	A/I A A A A A/I
Rehabilitation of Offenders Act 1974		
16. 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

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

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 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.'

Proof of Entitlement to Work

Lists of acceptable documents for right to work checks

List A - Acceptable documents to establish a continuous statutory excuse.

1. A passport showing the holder, or a person named in the passport as the child of 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 national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. 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.
7. 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.
8. A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, 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.
9. 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.

10. 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 – Documents where a time-limited statutory excuse lasts until the expiry date of leave

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 current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. 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.

Group 2 – Documents where a time-limited statutory excuse lasts for 6 months

1. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. 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.
3. 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.

Equal Opportunities Policy

We are an equal opportunity employer.

We have a policy to ensure no job applicant or employee receives less favourable treatment on the grounds of, sex, disability, marital status, civil partnership, colour, race, ethnic origin, age, nationality, religion, religious belief (or lack of belief), sexual orientation, gender orientation, gender re-assignment or is disadvantaged by conditions or requirements that cannot be shown by us to be justifiable.

We actively encourage applications from people with disabilities. If you have a disability and claim a guaranteed interview, then you only need to meet the minimum qualifying criteria for the job you have applied for at the application and selection testing stages of the recruitment process. You will then automatically be invited to the final stage.

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 ensure this policy is fully and fairly implemented and monitored and for no other reason, would you please complete and submit the online Equal Opportunity Monitoring Form at:

<https://windsorfellowship.wufoo.com/forms/gr10jg70lz2mdx/>

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 short listed to discuss the information you have provided.

1. Do you consider yourself to be a disabled person? (Please read note below*):
2. Do you meet the Equality Act 2010 definition of a disabled person? (Please read note below**)
3. If your answer is "yes" to either of the above questions, do you wish to apply under the Guaranteed Interview Scheme?
4. Do you require any adjustments to the selection process, including the interview?
Please give details:
5. If you were appointed to this post, would you require any adjustments to the working arrangements or practices? Please give details:

Guidance

Definition of Disability*:

A disabled person is someone who has a mental or physical impairment that has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities.

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)

To ensure that we have knowledge of your wish to apply under the Guaranteed Interview Scheme, or if we need to make any adjustments to the selection process, including the interview please complete and submit the online Equal Opportunity Monitoring Form at:

<https://windsorfellowship.wufoo.com/forms/gr10jg70lz2mdx/>