



[www.careersspringboard.org.uk](http://www.careersspringboard.org.uk)

## **Careers Springboard – Programme Co-ordinator**

9.2.22

Careers Springboard is a registered charity based in Buckinghamshire, operating for 30+ years. We offer help and guidance to professionals and graduates seeking employment.

### **What will you be doing?**

Careers Springboard is an informal, self-help group, made up entirely of volunteers. All our operations are virtual on Zoom. Careers Springboard is managed by an Executive Committee of Trustees who have all been involved with redundancy themselves. We have helped over 3,500 redundant and unemployed managers, professionals and graduates get back into work.

The basis of our operations is a unique programme of virtual Zoom weekly Monday evening meetings on job search topics such as CV preparation, Internet job search, telephone techniques, networking, LinkedIn, interview preparation, Tell Me About Yourself, transferable skills, CV preparation etc. Each Monday we have a speaker who makes a one-hour presentation on one of these job seeker topics.

Organising this valuable and unique programme of presentations is our volunteer Programme Committee, headed by our volunteer Programme Co-ordinator who, with the active support of a team of 5-6 volunteers, puts together a programme of presentations and secure speakers for the term ahead. There are three terms - January to April, May to July, September to December, with 13 -14 meetings/presentations per term.

After a period of time/experience, the Programme Co-ordinator will normally progress to being a Trustee of Careers Springboard.

The busy times for the Programme Co-ordinator and his/her committee are the weeks prior to the end of one term when programme presenters and dates are secured for the following term.

Managing and sharing the workload amongst the members of the programme committee is key to successfully finalising a programme in advance of the following term.

The Programme Co-ordinator will be expected to attend/participate in several of our Monday evening Zoom meetings in order to see how speakers are performing, to better understand our members, and to see how our members (job seekers) are engaging with the presentation. Our members are constantly changing as some find new employment and others join us when they need to find new employment.

---

## What are we looking for?

The volunteer Programme Co-ordinator should -

- \* be a proven motivator and manager of small teams, preferably teams of volunteers.
- \* be a clear and confident communicator, both verbally and in writing, with a good command of English.
- \* have some experience of the impact of redundancy / job seeking / job search.
- \* be able to plan and re-plan and re-plan again whilst a new programme is put together and new presenters are considered.
- \* be able to remain patient, positive and forward thinking whilst experiencing the challenges of planning in a voluntary environment.
- \* having some experience of working within an organisation's senior management team which, in the case of Careers Springboard, is the Executive Committee of 11 Trustees, each of whom has a role within the operation.
- \* be familiar with virtual Zoom operations.
- \* be able to devote approx 1-2 hours a day for the six weeks at the end of each term when programmes and presenters have to be put together.
- \* be prepared to attend/observe/participate in several of our virtual Zoom meetings on Monday evenings.

\* be familiar with how to produce a printed programme, using our template. This will be for circulation to many established contacts including 25+ JobcentrePlus locations and 125+ JobcentrePlus managers/administrators/coaches.

\* Be a quick learner in order to make a significant and meaningful contribution to formulating our programme of presentations.

---

## **What difference will you make?**

The input of the Programme Co-ordinator will shape how we present ourselves to our service users, job seekers, presenters, funders and general public. With the help of the Programme Co-ordinator and the Programme Committee, Careers Springboard will be able to continue to provide invaluable guidance, advice, assistance, and direction to job seekers and to graduates seeking employment.

As a volunteer and potential Trustee with a well-established, registered charity, the Programme Co-ordinator will use his/her contacts to add a fresh new dimension to our programme of presentations - the presenters will also be providing their services on a voluntary basis.

Success in this voluntary role will generate a significant sense of fulfilment and will provide the Programme Co-ordinator with a major achievement to include in his/her CV and LinkedIn profile.

---

## **When you apply**

We would like to see any evidence or hear about any proven experience in the field we are looking at.

We would find a CV and a link to the applicant's LinkedIn page/profile to be very helpful.

Candidates will be initially considered by a Careers Springboard Trustee.

Shortlisted candidates will have a virtual meeting via Zoom with the Trustees.

Applications or enquiries please to :

Richard Lambert (Trustee) [richardlambert@talktalk.net](mailto:richardlambert@talktalk.net)  
See also [www.reachvolunteering.org.uk](http://www.reachvolunteering.org.uk)