

Job Description

Job title: Supported Internship & Partnership Project Manager

Line Manager: Employment Manager

Salary: £28,880 - £32,500 depending on experience

Hours: 8:30 – 16:00, Mon – Fri, 36 hrs per week

Annual leave: 25 days to be taken in academic holidays plus Bank Holidays

Contract: Full Time, Permanent

Location: Required to work across any of our Supported internship sites, primarily in East London & our head office in Wandsworth.

Introduction to Generate

Generate has been creating opportunities and offering support to people with a learning disability since 1972. We are committed to improving the lives of people with a learning disability by supporting and encouraging them in a creative way to access opportunities in their communities, take their place as citizens and reduce their reliance on services.

What Are Supported Internships

Supported Internships are government-funded College/Employment programs specifically designed to facilitate the smooth transition of young individuals with Special Educational Needs into paid employment. Interns will have the amazing opportunity of being placed within operational businesses for an entire academic year, allowing them to acquire crucial employment skills through real-world work experiences. While working in the host business, interns will be fully supported by a dynamic team of job coaches and a tutor to assist them in developing their skills.

Generate Opportunities has been at the forefront of delivering Supported Internships since 2018, collaborating with prestigious partners across multiple sites in London. Through our programs, we have achieved remarkable success in enhancing employment outcomes for young people with disabilities. We are now looking to build and expand on your success by growing our staff team and partnerships.

Main Purpose of the Job

Main purpose of job:

As a Supported Internship Manager, you will play a pivotal role in collaborating with the Employment Manager to spearhead the delivery of supported internships. Your primary responsibilities will include overseeing our expanding team of job coaches and senior job coaches, fostering their growth and development. You will also contribute to staff recruitment and training initiatives, ensuring the team is equipped with the necessary skills to excel in their roles.

Additionally, you will be tasked with securing Government funding and effectively managing the execution of our projects. Cultivating and nurturing key partnerships with local authorities, education providers, and national bodies will be crucial to the success of our Projects. Furthermore, you will play a vital role in driving the sustainable growth of our supported internship offerings, aligning with our organizational objectives and vision.

Key Responsibilities:

Duties will include but are not limited to:

- Manage Generate's Supported Internship sites across London in coordination with the Generate Employment Manager, ensuring effective operation and delivery of services.
- Assist Employment Manager in growing Generate's Supported Internship offer across London.
- Lead efforts in securing DWP funding for our Supported Internship sites, leveraging strategic approaches and partnerships.
- Oversee the process of drawing down funding for each of our Supported Internship sites, ensuring financial resources are utilized efficiently.
- Manage Generate's key partnerships across each site with local authorities, education providers, host businesses, and national organizations, fostering collaboration and alignment of objectives.
- Provide line management to our team of job coaches and senior job coaches, including conducting regular 1:1s, facilitating development, and coordinating training initiatives.
- Lead the recruitment process for new staff, including conducting interviews, facilitating onboarding, induction, and training processes.
- Ensure seamless management of staff rotas, organizing cover as needed on a daily basis to maintain operational efficiency.
- Maintain a regular on-site presence to foster and strengthen relations with staff, clients, and employers, addressing any concerns or issues promptly.
- Act as the primary point of contact for job coaches, leads, and tutors, providing guidance and support as needed.

- Uphold high standards of quality and consistency in service delivery across all our Supported Internship sites, implementing best practices and protocols.
- Monitor and enforce compliance with Generate's policies and procedures among staff members, ensuring adherence to regulatory requirements.
- Promptly report site issues and safeguarding concerns to the Employment Manager and partner organization safeguarding lead, ensuring swift resolution and appropriate action.
- Support the Employment Manager in strategically growing our Supported Internship offer sustainably, contributing to long-term organizational objectives and impact.

Person Specification

Qualifications	Essential	Desirable
Undertaken TSI and/ or Supported Employment Training/ demonstrable experience	*	

Experience/Knowledge:	Essential	Desirable
Supported Employment Sector: Proven experience in the supported employment sector, with a track record of working effectively with individuals with special education needs or autism, understanding their unique challenges and needs.	*	
Relationship Management: Demonstrated experience in maintaining and developing positive relationships with partners, including local authorities, education providers, and community organizations, to enhance collaboration and achieve shared goals.	*	
Supported Internship Models: Extensive experience with the Supported Internship and Supported Employment models, including implementation, delivery, and evaluation, ensuring program effectiveness and participant success.	*	
Team Leadership: Solid background in line managing a team, including conducting one-on-one meetings, setting objectives, providing constructive feedback, and facilitating training and development initiatives to support staff growth and performance improvement.	*	
Budget Management: A basic working knowledge of budget management and the use of Microsoft Excel for financial monitoring and reporting.	*	

Safeguarding and Risk Management: Comprehensive knowledge of safeguarding protocols, GDPR regulations, and risk management practices, with hands-on experience in implementing policies and procedures to ensure the safety and well-being of participants and staff.	*	
Project Management: Strong project management skills, with a demonstrated ability to oversee multiple projects simultaneously, from inception to completion, while adhering to timelines, budget constraints, and quality standards.	*	
Partnership Development: Proven ability to cultivate and nurture partnerships with stakeholders across sectors, leveraging relationships to secure funding, access resources, and expand program reach and impact.		*
Data Analysis and Reporting: Experience in data analysis and reporting, including the collection, interpretation, and presentation of program metrics and outcomes to inform decision-making, evaluate program effectiveness, and drive continuous improvement.		*
Continuous Learning and Development: Commitment to continuous learning and professional development, staying abreast of industry trends, best practices, and emerging research in supported employment, to enhance program delivery and outcomes.	*	

Skills:	Essential	Desirable
Strong Interpersonal Skills: Able to develop and maintain positive relationships with colleagues, service users, and external partners, fostering a collaborative working environment.	*	
Reliability and Integrity: Demonstrates reliability, punctuality, flexibility, and honesty in approach to work, contributing to a culture of trust and accountability.	*	
Adherence to Procedures: Proficient in following procedures such as safeguarding protocols, risk assessment guidelines, and accurate invoicing practices, ensuring compliance with organizational standards and regulatory requirements.	*	

IT Proficiency: Competent in using a range of IT tools and software, including Microsoft Word, Excel, and Outlook, to streamline administrative tasks and enhance productivity.	*	
Effective Time Management: Demonstrates the ability to prioritize tasks, manage workload efficiently, and meet targets and deadlines, optimizing team performance and project outcomes.	*	
Problem-Solving Skills: Proactive in identifying and addressing challenges, employing creative problem-solving strategies to overcome obstacles and achieve desired results.	*	
Communication Skills: Excellent verbal and written communication skills, capable of articulating ideas clearly and concisely, and fostering open dialogue within the team and with external stakeholders.	*	
Leadership Abilities: Exhibits strong leadership qualities, including the ability to motivate and inspire team members, delegate tasks effectively, and lead by example in a dynamic work environment.	*	

General Responsibilities

- To be an active member of the Generate staff team.
- To comply with all relevant Generate policies, procedures and guidelines, including but not limited to Equal Opportunities, Health & Safety, Children & Vulnerable Adults, and Confidentiality of Information.
- To represent Generate positively in a variety of situations and respond professionally to general enquiries.
- Although normal office/ retail/ hospitality sector hours will apply, the post holder must be flexible in his/her hours to meet the needs of Generate.
- Keep records and report on outcomes of your work.
- Keep up to date with current issues and good practice in the field of the Access to Work programme.
- Engage with support offered by colleagues and undertake training as required.
- Undertake any other reasonable task relevant to the work of the organisation that may be requested by the management team.

Generate Values

Community

We believe in the power of our community – we are stronger together!
We share a common goal to work together with people with a learning disability, autism and other disabilities to build better lives and connect to communities as equal citizens. People are always welcome and supported and we create a sense of belonging.

Courage

We are decisive and accountable for our actions, and take steps to continuously improve.

We are bold. We break down barriers and are advocates of change.

We are fair, and will not hesitate to challenge injustices.

Working together

We are a team – we recognise that each of us has a part to play to make a difference.

We learn from others and share ideas to help shape the organisation and our services.

We build strong connections with the community and we form partnerships with others who share the same values.

Good Communication

We listen and ensure everyone has a voice.

We communicate with honesty and respect.

We share and celebrate our successes.

Diversity and Inclusion

We foster a culture where every voice is welcome, heard, and respected.

We always behave in a way that is positive and

We embrace the differences of our diverse community with different perspectives and life experiences

Creativity

We think differently to find solutions and challenge stereotypes.

Candidates will need to undergo an enhanced DBS check

Generate is an equal opportunity employer
Charity No: 1069548 Company No: 3461665