**Project Description**

Channels’ Volunteer Career Consulting project will see volunteers with a professional background placed into schools in areas of high deprivation in the East Midlands. These volunteers will audit existing careers education in a tech enabled process using a BRYTER guided pathway, gathering information through review of documentation and interactions with teachers and pupils.

The finished work product will result in a report on the school’s careers education, that is made available to the school free of charge.

**Project Manager’s role**

The Project manager will be accountable for the internal running of the project.

Responsibilities include:

* Developing training in collaboration with our external partners and the accountable trustee.
* Matching onboarded volunteers to schools that require an audit.
* Acting as a point of contact for volunteers with any queries they may have.
* Project Administration.
* Monitoring & evaluation of the project.
* Provide regular updates on the project to the Charity Trustee & Advisory Boards
* Deputising the accountable trustee when required.

Person Spec

* Collaborative worker, able to work directly with the accountable trustee to achieve goals
* Strong communicator, able to build rapport and relationships quickly with a range of stakeholders, including corporate volunteers, CSR teams, and the Channels board.
* Positive attitude, and willing to see their role expand with the project.

*For the duration of the 6-month pilot, this will be a voluntary role. Expanding the role to a paid post is an aim should the project continue beyond pilot*

**Accountable Trustee’s Role**

The Accountable Trustee will manage the external relationships associated with the project. Responsibilities include:

* Developing training in collaboration with our external partners and the Project Manager.
* Liaising with schools directly pre-volunteer engagement & developing the pool of schools that we offer the audit service to
* Holding the relationship with corporate partners
* Safeguarding, Compliance and Governance of the project
* Post-Audit engagement and implementation of careers recommendations

**How to apply**

Please send a CV and Covering Letter to Trustees@ChannelsCharity.org