



enabling enterprise

enabling students to succeed through enterprise

Internships (Paid)

Birmingham

Introduction

Are you looking for a role that gives you real responsibility on day one, real challenge and a chance to make real impact?

Enabling Enterprise is an award-winning social enterprise. Our mission is to ensure that one day, all students leave school equipped with the skills, experiences and aspirations to succeed – beyond just a set of qualifications. We do this by working in partnership with businesses to bring the world of work into the classroom, through lesson-time projects, challenge days and trips to top businesses. Our work is reinforced and supported by over fifty top businesses from PwC to Crossrail.

We are looking for a self-starter with an entrepreneurial outlook, who can quickly become an integral part of an ambitious and hardworking team. This is a great chance to build experience in social enterprise or education: over two months, this role primarily focuses on lots of hands-on programme work supporting our Education Associates in their work with schools and students. There will also be chances to support our work on programme development, upgrading our teaching resources for the next academic year, and support our engagement of new schools.

If you want to make a real impact and learn a broad range of skills whilst helping transform education in England, we want to hear from you.

Key Responsibilities:

(1) Assisting Programme Delivery

- Working with the Education Associates to support the delivery of our programmes to the schools and students we work with.
- Preparing resources and materials for trips to businesses, briefing volunteers, and ensuring the smooth-running of the day.
- Supporting the delivery of challenge days in schools with students from the age of 6-19.

(2) Developing new programmes

- Helping to create new teaching materials to support our programmes, including generating ideas, and designing activities and innovative tools.
- With support, learning how to use video-making software and publishing tools to produce high quality programmes.
- Carrying out supporting research and development.

(3) Marketing & School Engagement

- Capturing our news and events, and communicating these to different audiences through our website and newsletters.
- Developing our social media presence, and identifying other promotional opportunities.
- Supporting the Education Associates to engage new schools, and in preparing sales meeting documents.

Key Skills and Attributes:

The key skills and attributes that will be required for this job are:

- **Passion for working with children and young people**, and an interest in the education sector
- **Strong communication and people skills**, including the ability to represent Enabling Enterprise with schools, businesses and other organisations in the region.
- **Excellent organisational skills**, including organising events, coordinating arrangements with schools and businesses, and planning ahead.
- **Ability to take responsibility** for completing tasks and managing different streams of work towards achieving organisational goals.
- **Strong work ethic and willingness to learn**, including pro-actively identifying learning opportunities and going the extra mile to achieve results.
- **An entrepreneurial outlook**: able to identify new opportunities, adapt to changing circumstances and work flexibly and productively in a small start-up team.
- **A strong academic track-record**, including a good degree.

Terms & Conditions:

Salary: This role is paid at £350 per week, on a monthly basis.

Start Date: 21st May 2018 (or as soon as possible thereafter)

End Date: 21st July 2018

Working hours: This is a full-time position for 2 months.

Travel: Significant travel in the region as well as between our regional offices (London, Birmingham, Manchester)

Application Process:

Applications should be made via our [online form](#), which requires you to answer some short questions and submit your CV. By completing the application form you give consent to Enabling Enterprise to process and hold your data. In the event that your application is not progressed, we will hold your data for future recruitment purposes. If you would not like your data to be held, and for any other inquiries, please email info@enablingenterprise.org.

This round of applications ends at 10am on Friday 11th May with interviews taking place on the 15th May in Birmingham. Enabling Enterprise is an equal opportunities employer, and actively encourages applications from any qualified individuals.