



Core Project information

Title	Healthcare and Business Development Project Leader	Remuneration	Unpaid, travel expenses covered
Appointment period	1 day per week over 12 weeks or 2 days per week over 6 weeks from w/c 11 th June		
Reports to	Do More Senior Project Manager	Location	Tower Hamlets Education Business Partnership Norvin House, 45-55 Commercial Street, E1 6BD

Project purpose *(Why does the project exist? What is it there to achieve or deliver?)*

Tower Hamlets Education Business Partnership (THEBP) works with students in Tower Hamlets, supported by local employers, to help young people develop their confidence, aspirations, skills and ultimately, increase their employability.

The Do More team works with students aged 14 – 18. We run Getting Ahead, a conference-style employability skills workshop and Head to Head, a practice interview workshop. All of our events are supported by volunteers from our partner employers, and students who attend have the chance to gain valuable feedback and advice on aspects of employability such as: first impressions, CV's, teamwork and the career paths open to them.

One of THEBP's flagship programmes, Work Experience, is the main focus for the Do More team. Every year, we work with schools in Tower Hamlets to help find over 2000 work experience placements for local students, in and around Tower Hamlets and the City. We place students in a range of businesses and workplaces, with the focus always being on the key skills students can gain, to take forward into whatever their future careers may be. As a department, we are currently on a drive to revitalise our database of companies which offer work experience placements to our students, so that we can reflect current Local Labour Market trends as well as students' interests and career goals. We have had a lot of success with this recently, but as an industry we continue to struggle to find placements in is healthcare. It is a field students consistently want to enter into, and in order to have a career in this industry, experience is essential, so we want to ensure we are allowing students to gain this experience.

Project Skill Requirements *(work experience, qualifications, specialist training, key skills, disposition)*

	Requirements	Essential/ Desirable
Qualifications	To be a current undergraduate / postgraduate student at Queen Mary or a 2017 graduate	E
Competency based skills	<ol style="list-style-type: none"> Motivation - the ability to achieve key goals. Proactivity and use of Initiative - the ability to act in advance, plan ahead and carry out duties in a forward thinking manner. Communication Skills - the ability to pass on information to others through a variety of means. 	E E



	<p>4. Research and evaluation skills - the ability to process, assess and evaluate information and apply this to a specific project brief.</p> <p>5. Empathic and reflective skills - the ability to understand a situation from someone else's perspective, to consider the effect of one's actions and act accordingly.</p> <p>6. IT skills - ability to use Microsoft Office package, particularly Word and Excel</p> <p>7. Problem solving - the ability to be flexible and respond to any challenges that arise.</p> <p>8. Time management skills - ability to prioritise work in order to meet deadlines.</p> <p>9. Social Media skills - a familiarity with social networking sites such as Twitter</p> <p>10. Understanding of young people and employability - some knowledge about the challenges young people are facing when entering the world of work.</p> <p>11. Knowledge of healthcare industry - an understanding of the industry as a whole and how people can get into careers within the field.</p>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p>
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Responsibilities of the Role

We are looking to recruit a Project Leader to design and implement a strategy for approaching companies within the healthcare field to successfully source placements in these companies.

The role will include:

1. **Learn about our project:** Spending time with Do More to discuss how our process works and researching the schools we work with to understand the social demographics of Tower Hamlets students. Shadowing a Do More team member during phone calls to companies about work experience to gain an understanding of the pitfalls THEBP faces.
2. **Researching the field:** Finding out which companies exist within the field, and if any of these already offer work experience programmes.
3. **Designing and implementing a strategy/process to successfully find placements within the healthcare industry:** considering different techniques for approaching companies (phone calls, emails, networking, setting up meetings) and implementing these.
4. **Reporting:** create a clear and concise report about how Do More can continue to approach companies within the healthcare industry.

We are looking for someone who is empathetic to the needs of Tower Hamlets students who are trying to gain experience within the field of healthcare, whilst also having an understanding of the constraints businesses face when offering work experience placements.

The successful candidate will have the confidence and ability to approach companies to ask them to work with us, as well as some fresh and innovative ideas as to how Do More can offer better placements to our students.

This is an excellent opportunity for candidates who are looking to 'own' a project, as the successful candidate will be solely responsible for working in this field. It is also a chance for candidates to gain experience of working in an education charity within a borough that offers its own unique challenges and opportunities.



Projects with a range of charitable organisations are coordinated for Queen Mary students and graduates by QM Careers.

To apply for this role, please visit: <https://qmul.onlinesurveys.ac.uk/qprojects-summer-2018-application-form-2>

Interviews will take place on the morning of Friday 15th June 2018.

