

# Learning to Work

## Project Delivery Executive

Learning to Work is a Slough based youth development charity. Our aim is to support students to prepare for the world of work. We currently have an opportunity for the right person to join our team, adopt our values and progress their career with us. To find out more about what we do please take a look at our website [www.learningtowork.org.uk](http://www.learningtowork.org.uk).

We are looking for a Project Delivery Executive to project manage events and activities that prepare young people for the world of work.

Key areas of work will include:

- Delivery of Partner programmes
- Management and facilitation of school events

You will be expected to:

- Interact with young people aged 5-19 years on a variety of activities activities and events from one to one work interviews to small training / mentor session and whole class or whole year groups conferences.
- Create and work to a project plan for each event and activity.
- Recruit business ambassadors to support activities.
- Design and produce presentations and materials for workshops or new projects aimed at young people.

This is a permanent full-time role (35 hours per week), although part-time and term time hours will be considered. Starting salary from £20,000 (FTE) per annum depending on experience.

For an application pack or further information, please contact Trudy Vaughan via [t.vaughan@learningtowork.org.uk](mailto:t.vaughan@learningtowork.org.uk) quoting reference LTW 138. The deadline for applications is 10am on Friday 26th November 2021.

Learning to Work is a small, charitable company (charity number 1041403), an equal opportunities employer and offers a flexible working environment.

We are very proud to have been awarded The Queen's Award for Voluntary Service 2021.

