

**Internship/Work Placement Assistant Centre Manager role**  
**3-4 days / week**  
**Expenses covered**

**Assistant Centre Manager at SPARK Educare Learning Centre**

SPARK Educare is a community interest company, providing additional academic and learning support to children aged 5-18 in the Reading area. SPARK runs a range of learning programmes, including, one-to-one tutoring support, an after school homework club and computer learning programmes.

SPARK is expanding its reach resource to a new area of Reading, the Lower Early area; and is looking for an ambitious, committed and creative individual to help oversee this exciting time at SPARK.

The role of Assistant Centre Manager is a unique position, ideal for high calibre school leavers or recent graduates who are highly motivated and seeking hands on work experience in the not-for profit and/or education sector. The work placement is a chance to build your CV and gain valuable experience in management, marketing and communications. This is a voluntary work placement (expenses included) of a minimum of three months, placement extensions are negotiable. You will find the role varied, challenging and rewarding.

As Assistant Centre Manager you will be part of a core team of three (Centre Manager, Assistant Centre Manager and Centre Administrator), as well as working with our vast team of tutors and volunteer centre support.

**Main Duties:**

Centre Management

- To help manage the daily running of the centre.
- Undertaking aspects of the daily running of the centre, such as: answering the phone, dealing with enquires, renewing supplies.
- Co-ordinating volunteers: creating timetables, reviewing applications and assigning projects to volunteers depending on personal skills, interests and abilities.
- Create template forms for volunteer applications, new project proposals etc.
- Writing funding applications.
- Co-ordinating monthly staff meetings to discuss progress and to set targets.

Marketing

- Strategising and carrying out new marketing schemes to increase awareness of the centre as it branches out to a new area of Reading.
- Marketing new projects / learning programmes at the centre, as they develop.

Teaching

- As a small team, all SPARK staff will have the opportunity to engage in student-support. The level at which you become engaged will depend on your interest and abilities in this area. Assistant Centre Manager will be expected to assist with basic student support on occasions.

- Help to develop new teaching programmes, working alongside other team members.

## **Educational/ Professional qualifications**

### Essential

- 3 A-Levels
- GCSE English, Maths (A-C)
- Ability to produce clear, concise written material.

### Desirable

- Educated to degree level, or,
- At least 1 years experience working (paid or voluntary) within education, or in a similar management role.

## **Personal Characteristics**

- Good interpersonal skills, comfortable working and communicating with people on all levels (staff, parents, children, members of the community, local education authorities etc.)
- Good communication skills (written and conversational)
- Can-do attitude, taking on challenges with a positive attitude.
- A belief in and commitment to the value of education.
- Highly organised and self motivated
- Highly motivated with the ability to take the initiative
- Creative

**Please send a CV and covering letter, explaining why you would be good for this position to [management@sparkeducarecic.com](mailto:management@sparkeducarecic.com)**

Previous SPARK Intern:

"I joined SPARK on a voluntary basis after graduating from university and having spent one year teaching English in France. It's hard for graduates these days; I found that there were very few jobs out there for people like me, who had the drive but lacked experience! At SPARK I was able to get involved in a number of different projects and activities. At times it was challenging, but my work at SPARK provided me with the experience I needed to go on and get a job in the charity sector. I am still in touch with the SPARK team, and am grateful for the opportunity."

Louise Ball, SPARK volunteer September 2009-September 2010