

## Engaging our Schools – Project manager and team member roles.

<p><b>Outline</b></p>	<p>Going into schools to raise career aspirations and instil a positive view of the world of work by mentoring, talking about employability skills, providing mock interviews or attending careers fairs. We offer an innovative and fun programme that works with our local school community to raise career aspirations, instil a positive view of the world of work and promote the civil service as an employer of choice.</p>
<p><b>Why</b></p>	<p>Volunteering is an opportunity to do something different. You'll benefit from working with colleagues from other government departments and develop organisational and communications skills to improve your Civil Service competencies.</p> <p>The students will get a better understanding of the Civil Service as an employer of choice, and get practical knowledge of the skills they'll need to get and thrive in a job. You'll help raise their aspirations and build their confidence.</p> <p>This is a unique cross-departmental volunteering/learning opportunity for individuals to gain experience and develop skills they may not do in their day role, such as liaising with and managing a range of stakeholders.</p> <p>Project Managers will benefit from leading a cross-departmental team, key liaison with external stakeholder management, whilst delivering at pace.</p>
<p><b>What</b></p>	<p>'Engaging Our Schools' programme is aimed at helping Year 10/12 students boost their confidence and gain practical employability skills. You will be preparing and delivering activities which help the students understand the benefits of working for a living, gain employability skills such as communication, team working and customer service and helping them with CV writing and interview techniques</p> <p>You will need to commit to spending half a day a week with the students plus time for planning.</p> <p>As well as delivering the sessions you will mentor two or three students, providing them with verbal and written feedback on the topics you cover.</p>
<p><b>When</b></p>	<p>The projects run for 6 weeks throughout the year.</p>
<p><b>How</b></p>	<p>Project teams are around 6 civil servant volunteers for each school including Project Manager. You'll be working with a team of cross-departmental civil servants.</p> <p>Time commitment for project managers is about 6 days total, for team members about 3.5 days.</p> <p><b>Any expenses to be funded by the individual's home department.</b></p>
<p><b>Who</b></p>	<p>All grades and departments welcome, if you're interested please contact <a href="mailto:nafesa.salahuddin@cabinetoffice.gov.uk">nafesa.salahuddin@cabinetoffice.gov.uk</a></p>