

Job Description
Supported Internship Programme Officer
Salary in Bucks Pay Range 4 (£31,424 to £33,735 pro rata)
Actual Salary £23,515 to £25,244
32.5 Hours a week (term time only + 2 weeks)
1 year fixed term
Location: Office – Aylesbury
Line Managed by Supported Internship Strategic Lead

Established in 2018 and based in central Aylesbury, The Bucks Supported Internship was Buckinghamshire's first supported internship. We transform futures by bridging education and employment through bespoke programmes and meaningful, individualised work placements with 15 local employers. Supported by our training café, we unlock each intern's potential, building skills, confidence and lasting pathways into work.

Duties and Responsibilities

The Supported Internship Programme Officer role offers an exciting opportunity to work flexibly across the programme, supporting students both in their work placements and within their individual study programmes.

In this role, you will collaborate closely with interns, host employers, and the Buckinghamshire Supported Internship team to deliver coordinated, person-centred support at every stage of the programme. You will play a key role in ensuring that students are empowered to develop independence, employability skills, and confidence in real-world settings.

In addition, you will contribute to the programme's marketing strategy by creating engaging promotional materials, maintaining online content, and supporting social media activity to raise awareness and engagement.

The role also involves planning, delivering, and assessing a small part of the curriculum. Full training and development opportunities will be provided both internally and externally to support you in this area.

Main duties

1. Provide tailored, person-centred support to students with SEND on work placements and within their study programmes
2. Liaise with employers to support the successful placement and progress of interns
3. Work closely with the Senior Job Coaches to carry out observations and task analysis in the work place
4. Assist in planning, delivering, and assessing elements of the curriculum
5. Establish productive working relationships with students, acting as a role model and setting high expectations
6. Administer and assess/mark tests and invigilate exams/tests when required

7. Organise and manage appropriate learning environment and resources
8. Contribute to safeguarding and wellbeing of all students
9. Support the marketing and promotion of the programme, including creating content for social media and maintaining online information
10. Build and maintain positive relationships with all stakeholders, including families, carers, and external partners
11. Participate in training and ongoing professional development