






Virtual Work Experience – Cybersecurity Project Coordinator


Overview

This virtual work experience is designed to give students real-world insight into the role of a *Cybersecurity Project Coordinator*. As part of this experience, students will go through a structured **recruitment process**, similar to what happens in a real business.


By participating in this process, students will:

-  Understand how businesses recruit and select candidates.
-  Gain experience in project coordination and cybersecurity strategy.
-  Learn how to engage school leaders in cybersecurity discussions using the [NCSC's 8 Cybersecurity Questions for Governors and School Leaders](#).

Application Submission

 What to Submit

- A **personal statement** (Why do you want to be a Cybersecurity Project Coordinator?).
- Any **relevant skills or experiences** (e.g., leadership, project planning, cybersecurity awareness).

 *Business Insight: In a real workplace, employers receive applications and select candidates based on their **skills, motivation, and suitability** for the role.*

 Shortlisting Process:

- All applications are reviewed fairly.
- Shortlisted students move to the **interview stage**.

Virtual Interview

 Format: A **30–40 minute** online interview.

 Who Will Interview You? A mentor from CyberSafeSchools Academy.

Interview Structure:

1) Introduction & Motivation

- Why are you interested in the Cybersecurity Project Coordinator role?
- What do you know about CyberSafeSchools Academy?
- Have you ever worked on projects, campaigns, or leadership roles before?

2) Cyber Awareness & Leadership Skills


- Why is cybersecurity awareness important for schools?
- If you were responsible for improving cybersecurity in a school, what would you prioritise?
- Can you describe a time when you worked as part of a team to achieve a goal?

3) Problem-Solving & Communication

- How would you convince school leaders to prioritise cybersecurity?
- How would you plan a meeting or presentation for school staff on cybersecurity?
- If a school leader was unsure about the importance of cybersecurity, how would you respond?

4) Future Goals & Learning

- What do you hope to gain from this experience?
- Do you see yourself working in cybersecurity, project management in the future?

 *Business Insight: In real-world recruitment, companies assess candidates based on **communication skills, leadership potential, and problem-solving abilities**.*





◆ Scoring Criteria:

- Leadership & Initiative ✓
- Communication & Confidence ✓
- Cyber Awareness & Understanding ✓
- Problem-Solving & Organisation ✓

Next Step: Successful candidates move to the **task-based assessment** stage.

Task-Based Assessment

 Purpose: To assess planning, communication, and project management skills.

 *Business Insight: Many companies require a task-based assessment to evaluate a candidate's skills before offering a role.*

Project Task: Cybersecurity Discussion Plan for School Leaders

Your task is to create a **structured plan** to introduce cybersecurity discussions in a school using the [NCSC's 8 Cybersecurity Questions for Governors and School Leaders](#).




◆ Task Requirements:

- Summarise the purpose of the NCSC's 8 questions.
- Identify the most important 3 questions that school leaders should focus on first.
- Outline how you would present these questions in a staff meeting (e.g., slides, discussion points, key takeaways).
- Suggest a follow-up action plan for schools to improve cybersecurity.

◆ Submission Format:

- Presentation (Google Slides, PowerPoint) OR a Written Plan (Google Docs, Word)


Assessment Focus:

- Project Planning & Organisation 
- Communication & Persuasion 
- Understanding of Cybersecurity Strategy 

✓ **Final Selection & Confirmation**

Successful applicants receive:

- A confirmation email welcoming them to the Virtual Work Experience.
- Their assigned mentor and project details.

 *Business Insight: After assessments, businesses select the best-fit candidates based on performance, leadership potential, and problem-solving skills.*

◆ Unsuccessful applicants:

- Receive constructive feedback.
- Encouraged to reapply in the future.




Virtual Work Experience Structure Overview

- ◆ Induction & Training – Meet mentors, learn about CyberSafeSchools, and set goals.
- ◆ Project Work – Develop and refine your school cybersecurity discussion plan.
- ◆ Mentor Feedback & Skills Development – Learn about cybersecurity careers and business structures.
- ◆ Final Presentation – Showcase your project and what you have learned!

 *Business Insight: A Cybersecurity Project Coordinator must be able to plan, organise, and communicate effectively to engage school leaders in cybersecurity discussions.*

Post-Work Experience Activities

- ◆ Offboarding Process – Understanding how employees transition out of a role.
- ◆ Exit Interviews – Provide feedback on the experience and discuss future opportunities.
- ◆ Reference & Certification – Receive a certificate of participation and potential reference for future roles.
- ◆ Networking & Alumni Connection – Stay connected with CyberSafeSchools Academy for future opportunities.

 *Business Insight: Just as onboarding is crucial, the exit process ensures a smooth transition and future career opportunities for employees.*

Key Takeaways for Students

- ✓ Experience a real hiring process** similar to business recruitment.
- ✓ Develop project planning and leadership skills.
- ✓ Learn how to introduce cybersecurity discussions in schools.
- ✓ Work with a mentor and present a real-world project.
- ✓ Understand the offboarding process and its importance in a career journey.