

## Job Description

<b>Job Title:</b>	Schools Engagement Assistant (Regional) – Inspiring the Future
<b>Reports to:</b>	Head of Schools
<b>Location:</b>	Home based with regular travel within the region
<b>Purpose:</b>	The Schools Engagement Assistant (Regional) is responsible for working closely with school teachers and careers advisors, delivering in-school sessions to young people aged 15-18 and assisting with tasks related to the delivery of the Inspiring the Future campaign, notably its's Apprenticeships project
<b>Remuneration:</b>	£19- £21k per annum
<b>Additional Terms:</b>	30 days paid holiday, exclusive of Statutory Holidays
<b>Appointment Terms:</b>	Full Time temporary appointment until July 2017 (with possible extension)

## Inspiring the Future

The charity, Education and Employers, was established in 2009 and works closely with senior representatives of the employer community in partnership with leading representative bodies from the world of education to improve young people's preparation for the world of work. Inspiring the Future ([www.inspiringthefuture.org](http://www.inspiringthefuture.org)) was launched in July 2012. It is an innovative online mechanism for connecting schools with employers. It launched with an initial aim to get employees to volunteer to spend at least an hour a year visiting a state school or college to talk to young people about their job and the routes they took to get there. This could be typically by attending a careers fair or giving an informal careers insight talk. To date, there has been very strong demand from schools and colleges – over 10,000 teachers from 6,000 schools/colleges have already signed up. Volunteer interest is also strong with registrations exceed 31, 000 ranging from Apprentices to CEOs, archaeologists to zoologists. Inspiring the Future and its Inspiring Women and Primary Futures campaigns now help 10,000 pupils a week connect with employers across a growing range of activities. Earlier this year, we saw the one millionth interaction between pupils and volunteers through the system.

## Job description

Education and Employers now seeks to appoint five energetic and hands-on Schools Engagement Assistants to support delivery of a project focused on raising awareness of apprenticeships among young people in schools and colleges. The Schools Engagement Assistants will be home based with regular travel to schools and colleges within the region and occasional meetings at the charity's office in central London.

The role will specifically focus on delivering in school sessions to young people aged 15-18 to raise awareness of apprenticeships and assisting with tasks related to the delivery of the Inspiring the Future 'Apprenticeships' project.

Schools Engagement Assistants are sought to cover the following areas many of which relate to the government's Local Economic Partnerships:

1. [London](#) (London region)
2. [Buckinghamshire](#), [Oxfordshire](#), [Swindon](#) and [Thames Valley](#) (South East & South West region)
3. [New Anglia](#), Essex & [Hertfordshire](#) (East of England region)
4. [Dorset](#), [Heart of South West](#), [West of England](#), [Cornwall](#) (South West region)
5. [Kent](#), [East Sussex](#) and [West Sussex](#) (South East region only)

This is a home based role with regular visits to schools and colleges in the one of five regions, although desk provision in a partner organisation might be available. The role of Schools Engagement Assistant, will by its nature, involve extensive travel. Therefore access to a car/public transport is essential. Successful candidates will be eligible for additional travel allowances including the possibility of mileage allowances or company car provision to be agreed on appointment. Regular face to face team meetings either in London or another convenient location will be a requirement although we are also exploring the possibility of virtual meetings. The Schools Engagement Assistant will make effective daily use of our Customer Relationship Management system (based on Salesforce technology) in order to manage data and delivery.

Education and Employers is a small charity working at a rapid pace to bring about change and the ideal candidate will be able to absorb key information quickly, work well independently and within a small team in a dynamic working environment. There is every prospect of Inspiring the Future becoming one of the innovation success stories of British education, and this an excellent opportunity to become associated with that success.

## Key Accountabilities

### Project Delivery

1. Booking in Inspiring the Future volunteers for school events.
2. Delivering in-school sessions to young people aged 15-18 to raise awareness of apprenticeships and assisting with tasks related to the delivery of Inspiring the Future's Apprenticeships project.
3. Assisting schools with registering for Inspiring the Future and dealing with general enquiries from teachers about the programme
4. Entering data received from students following in school sessions
5. Regularly reporting back to the central Inspiring the Future team and occasionally attending face to face meetings.

### Other

- Other ad hoc tasks as and when needed

## **Person specification**

### ***Skills/ Knowledge/ Expertise***

#### ***Essential***

- Good presentational skills with experience of presenting to younger audiences.
- Experience in successful relationship management – ability to engage confidently and sensitively with schools and at a range of levels of seniority up to and including head teacher level
- Strong organisational skills
- Able to work independently
- An articulate and confident communicator who is influential, and effective in presenting a concept
- Good working knowledge and practical application of Microsoft office tools
- Written communications (to report back to central team)
- A willingness to learn about apprenticeships
- Willingness to travel either by car or public transport ('Clean' full driving license if preferred method of transport is driving)

#### ***Desirable***

- A passion for realising a closer integration of, and collaborative working between, education and employment sectors
- Experience of working in a small team
- An understanding of apprenticeships

#### ***Personal Attributes***

- Influencer - demonstrates personal 'presence' and gains the confidence of others through temperament, capability and calibre
- Demonstrates sensitivity and possesses the ability to manage effectively the organisational tensions that necessarily co-exist between stakeholders and partnerships
- Team Player: working collaboratively and flexibly to achieve outcomes

### ***Application***

The closing date for applications is midnight on 23<sup>rd</sup> October. Only shortlisted candidates will be notified no later than close of business on 25<sup>th</sup> October. In applying, candidates should clearly state at the head of their Covering Letter the area (or areas) they are interested in. Interviews will take place week commencing 31<sup>st</sup> October at the Education and Employers' offices in Clerkenwell, London. Please send a CV and Covering Letter setting out your interest in and suitability for the role to [jobs@educationandemployers.org](mailto:jobs@educationandemployers.org)