

Job Description

Job Title:	Schools Engagement Assistant
Reports to:	Head of Schools
Location:	19- Quantum House, 22 – 24 Red Lion Court, Fleet Street, EC4A 3AB
Purpose:	This exciting six-month opportunity is to support our school's engagement team in delivery of the Apprenticeship Knowledge and Support project and in assisting teachers and careers advisors utilise the Inspiring the Future platform.
Remuneration:	£19k per annum pro rata
Additional Terms:	30 days paid holiday, pro-rata
Appointment Terms:	Immediate start - 6 month contract role

Inspiring the Future

Inspiring the Future (www.inspiringthefuture.org) was launched in July 2012 and is supported by the charity Education and Employers. It is a free service whereby employees from all sectors and professions from Apprentices to CEOs pledge one hour a year to volunteer to go into state schools and colleges to talk about their jobs, careers, and the education routes they took. Inspiring the Future has national coverage with over 34,000 volunteers and 10,000 teachers and is endorsed by Government (with cross-party support), the UK's main teacher and employer representative organisations and many leading employers.

Over 2017 we want to get as many teachers as possible successfully using the service. This means reaching out to support teachers in getting the most out of it, accessing our fantastic and diverse volunteer pool and improving our resources, guidance and technology.

Apprenticeship Knowledge & Support Project ("ASK")

The landscape of Apprenticeships is rapidly changing with apprenticeships offering a credible alternative to further education as a pathway into careers including the ability to gain a degree. The ASK project aims to deliver apprenticeship information to young people in years 10 – 13 ensuring they are aware of all the options open to them. In 2017 Education and Employers is delivering the project for London and the South with ambitious targets to reach thousands of young people.

Job description

To support delivery of the ASK project and help continue the success of Inspiring the Future, we are looking for an enthusiastic and proactive Schools Engagement Assistant for an initial 6-month role.

The Schools Engagement Assistant will be based in the charity's office just off Fleet Street with

regular travel to local schools and colleges. The role provides the opportunity to really build on professional skills including delivering excellent customer service for our community of teachers and careers advisors; delivering engaging presentations to students and teachers; supporting data management and general administration tasks. All this while contributing to our aims to ensure young people access the advice and guidance they need to help them achieve their potential.

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 with a small team in a dynamic working environment.

Key Accountabilities

ASK Project Delivery

1. Supporting the school team in liaising with schools and colleges to arrange awareness raising sessions on apprenticeships
2. Delivering presentations on raising awareness of apprenticeships to students in schools and colleges
3. Supporting collation and updating of data associated with students registering on Find an Apprenticeship
4. Other ad hoc administrative tasks to support successful delivery of the project

Inspiring the Future – Schools engagement

5. Working with schools which have registered for Inspiring the Future via email and phone to encourage use of system and drive up engagement with the programme across the country.
6. Occasional face to face meetings with schools directly to help them use ITF
7. Attending occasional school career events to assist with supporting in the running of special events and to undertake brand ambassadorial activities events
8. Assisting schools with registering for Inspiring the Future and dealing with general enquiries from teachers about the programme

Other

- Other ad hoc administrative tasks to support the team as needed

Person specification

Skills/ Knowledge/ Expertise

Essential

- An articulate and confident communicator who is influential, and effective in presenting a concept
- Excellent customer service skills and ability to work sensitively with all levels of school and college staff
- Strong organisational skills and commitment to detail

- Good level of education, demonstrating capability in producing written content to a high quality. Comfort and confidence in working with data.
- Ability to be flexible and adaptable to change
- Ability to plan and prioritise effectively when carrying out multiple tasks
- Good working knowledge and practical application of Microsoft office tools
- Positive attitude and integrity
- Learns from mistakes and always commits to performing at their best
- Fluency in written and spoken English

Desirable

- A passion for supporting young people in realising their potential
- Experience of working in a small team
- Understanding of risk management and data protection

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 noon Friday 10th February with interviews scheduled for Friday 17th February. Only successful candidates will be notified that they have been shortlisted no later than 5pm on Monday 13th February.

Interviews will take place shortly after at the Education and Employers' offices just off Fleet Street, London.

Please send a CV and Covering Letter setting out your interest in and suitability for the role to jobs@educationandemployers.org

Applications from recruitment agencies will not be considered under any circumstances.