

### **Role Profile/Person Specification**

#### **About the Education and Employers Taskforce**

The Education and Employers Taskforce was launched as an independent charity in October 2009. Its aim is to ensure that every school and college has an effective partnership with employers which provide young people with the inspiration, motivation, knowledge, skills and opportunities they need to help them achieve their potential and so secure our national prosperity.

The Taskforce's Partnership Board comprises the leaders of the main representative organisations from education and employment and the Trustees are principally senior business leaders with an interest in education.

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<b>Job Title:</b>	Programme Director (Inspiring the Future)
<b>Reports to:</b>	Taskforce Director
<b>Location:</b>	2 <sup>nd</sup> Floor, Weston House, 246 High Holborn, London WC1V 7EX
<b>Position Status:</b>	Member of Leadership Team
<b>Remuneration:</b>	£50K - £55k, depending on experience (includes London Allowance) plus potential for Performance Related Bonus
<b>Additional Terms:</b>	30 days paid holiday, exclusive of Statutory Holidays

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<b>Appointment Terms:</b>	Initially full time for 12 months, subject to 3 month review, option to extend
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#### **About Inspiring the Future**

*Inspiring the Future* is a completely free employee volunteering in education initiative launched across England in July 2012. It was developed with extensive input from employer and schools bodies. In its initial phase of development, it aims to recruit by 2014 more than 50,000 employee volunteers to register on the site, identifying themselves as people willing to go into state schools to talk to pupils about their jobs and the routes they took into them. There is huge demand within schools for such a resource. The project has strong cross-party support and has generated significant interest from schools/colleges and employers. The system went live in October 2011, allowing both volunteers and schools to register on the system

*Inspiring the Future* <http://www.inspiringthefuture.org/> is administered by small charity the Education and Employers Taskforce, visit: <http://www.educationandemployers.org/>

## **Job description**

We now need a Programme Director to lead a team to oversee the rapid and smooth expansion of the programme. Since its launch more than half of all secondaries in England have registered to use Inspiring the Future. The programme now needs to target its growth, ensuring appropriate balances are in place between demand from schools and supply of volunteers across all local authority areas, and that volunteers from key economic sectors and professional profiles are effectively represented. Over the next twelve months, new activities will be added to the Inspiring the Future menu – as well as career talks, serious consideration is being given to using the portal to connect employers and schools/colleges over job shadowing, reading and number partners (primary) and workplace visits.

Moreover, the Taskforce is seeking to respond effectively to national and international partner requests to provide a wider range of related services connecting education and economic communities. Over this period of substantial enhancement and growth, it is essential that Inspiring the Future continues to operate smoothly whilst it is continually enhanced to provide optimal user experiences.

The Programme Director will be responsible for all aspects of the effective operation of Inspiring the Future with a team of up to six (a Schools Coordinator and Assistant, the IT Manager and up to three Account Managers focused on recruiting Employers and volunteers and supporting Apprenticeship events). The Programme Director works closely with the Taskforce's Campaigns and Communications Manager, the Partnership Manager who works with external delivery partners. The Programme Director will also work closely with the Taskforce Director and Director of Policy and Research as well as other appropriate colleagues in developing significant new uses of the technology, liaising with current and potential external stakeholders.

## **Key Accountabilities**

### **Line management**

- Direct management responsibilities for the team of Taskforce staff responsible for the operation and development of Inspiring the Future

### **Operations Management (Inspiring the Future)**

- Oversee the smooth technical operation of Inspiring the Future, regularly reflecting on system performance and ensuring any problems are addressed quickly, effectively and efficiently
- Ensuring technical enhancements to Inspiring the Future are appropriately specified and delivered to agreed quality standards, timescales and budgets
- Ensuring, with the Partnership Manager, a smooth interface between the Taskforce's internal delivery team (managed by the incumbent) and delivery by external partners.
- Reviewing regularly the performance of the Inspiring the Future programme, collating analysing and reporting on key data on registrations and usage, pro-actively identifying opportunities for the continuing improvement of Inspiring the Future
- Developing and implementing an agreed strategy to ensure the balanced growth of Inspiring the Future in light of Taskforce commitments to external funders
- Ensuring that external funders are provided with appropriate Management Information and other reporting data, as agreed.

### **Business development (Inspiring the Future)**

- Working with the Taskforce Director, Director of Policy and Research, the Partnership Manager and other colleagues as appropriate to develop and deliver enhancements to, and further usage models for, Inspiring the Future and its underpinning technology
- Representing the Taskforce in business development discussions/negotiations with external partners

### **Other**

- Representing the Taskforce at public events and, potentially, in media opportunities, effectively amplifying key Taskforce messages to diverse audiences
- Continually analysing and reviewing business strategy in relation to revenue and costs
- Reporting to Taskforce governance boards as requested
- Developing and maintaining effective relationships with key stakeholders, partner bodies and individuals, including end-users of Inspiring the Future
- Identify and participate in an agreed volunteering activity in the field of education to gain a better knowledge of education for 5 days in the year

### **Person specification**

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

##### ***Essential***

- An effective line manager with experience of motivating, inspiring and leading teams
- High level analytical and problem-solving skills, with the ability to absorb complex information in order to bring forward suitable policy recommendations which meet project objectives and secure the support of key partners
- Strong organisational skills: able to demonstrate capability in managing a complex agenda requiring multiple task management and evidence of success in delivering clear outcomes in a timely and effective manner.
- An effective project planner with proven experience of developing and delivering successful projects to deadline, specification and budget
- An understanding of the intersections between education and employment and how volunteering can be optimised
- Familiarity with Customer Relationship Management database systems, notably using Salesforce and cloud computing CMS systems
- A persuasive and effective communicator in diverse settings include public speaking and working with partners/contractors

##### ***Desirable***

- Knowledge and first-hand experience of databases; and preferably a working knowledge of Salesforce and cloud computing CMS systems
- A track record of successful programme management; demonstrates understanding of the components of effective project delivery, and can evidence success in leading and delivering projects within tightly defined timescales/budgets.
- Specialist knowledge of implementing and operating management information systems
- Polished presentation skills, adapting to different audiences and opportunities and including the ability to speak to research findings
- Deep and/or first-hand knowledge and interest in the intersections between education and employment and volunteering behaviour, related policy environments and delivery models which underpin relationships
- Experience in successful relationship management – ability to engage confidently and sensitively with stakeholders and partners and at a range of levels of seniority up to and including director level.
- Willingness to travel within the UK and occasional overnight stays

- Good level of education, demonstrating capability in producing written content to a high quality. Comfort and confidence in working with data.
- Experience of working successfully to senior governance boards

***Personal Attributes***

- Ability to anticipate requirements and act to provide workable solutions
- Creative and solutions orientated, perceiving processes as the means rather than the end and as an aid to effective delivery
- Influencer - demonstrates personal 'presence' and gains the confidence of others through temperament, capability and calibre developing networks of clear organisational value
- 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 5pm on Tuesday the 19<sup>th</sup> March 2012 and candidates will be notified by close of play on Friday the 25<sup>th</sup> March if they have been shortlisted.

Interviews will take place on morning of the 26<sup>th</sup> and 27<sup>th</sup> March at the Taskforce's offices in Holborn, London.

Please send a CV and Covering Letter setting out your interest in and suitability for the role to Robert McKenzie, Finance & Administration Manager

[Robert.mckenzie@educationandemployers.org](mailto:Robert.mckenzie@educationandemployers.org)