
Role Profile/Person Specification

About the Education and Employers Taskforce

The Education and Employers Taskforce aims to ensure that every school and college has an effective partnership with employers, which provides all young people with the inspiration, motivation, knowledge, skills and opportunity that they need to help them achieve their potential and so secure the UK's future prosperity.

It brings together partners from the public, private and third sectors to encourage and enable greater partnership working, supporting activities which include the development of the employability and enterprise skills of young people; school governorship and management; and work-related learning curriculum delivery, such as Diplomas and Young Apprenticeships.

Job Title:	Schools Liaison Assistant – Inspiring the Future
Reports to:	Schools Liaison Co-ordinator – Inspiring the Future
Location:	2 nd Floor, Weston House, 246 High Holborn, London WC1V 7EX
Position Status:	Supporting the schools team in helping schools utilise the Inspiring the Future system
Remuneration:	£18k per annum (pro-rata), including London allowance
Additional Terms:	30 days paid holiday, exclusive of Statutory Holidays (pro-rata)
Appointment Terms:	Initially Full Time for 2 months

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

Overall Purpose

Reporting to the Schools Liaison Co-ordinator and working in close association with the Inspiring the Future Programme Director and the Inspiring the Future team, the Schools Liaison Assistant is responsible for working closely with schools teachers and careers advisors, and helping them to utilise the system to invite signed up volunteers to attend a schools event to speak about their career choices and education.

A full induction and support on key elements of the job role will be provided to the successful applicant.

Key Accountabilities

Data audit:

1. Bounced emails - Contacting schools with bounced emails to find alternative emails
2. Type of school - Updating our records to ensure that all schools are categorised into the right group e.g. primary/secondary
3. Best person in the school to contact - Carrying out an audit of school data and carrying out research to find an alternative contact person for schools where only the head teacher is listed

Assisting with driving up ITF school engagement

1. Contacting schools which have registered for ITF via email and phone to encourage use of system
2. Attending occasional school career events to assist with filming/ photographing for case studies

Other

- Other ad hoc tasks as and when needed

Person specification

Skills/ Knowledge/ Expertise

Essential

- 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
- An articulate and confident communicator who is influential, and effective in presenting a concept
- Good level of education, demonstrating capability in producing written content to a high quality. Comfort and confidence in working with data.
- Good working knowledge and practical application of Microsoft office tools

Desirable

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

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 9am on Monday 10th June and candidates will be notified by the end of Wednesday 12th June if they have been shortlisted.

Interviews will take place 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 phil.pyatt@educationandemployers.org

June 2013