



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.

Job Title:	Schools Liaison Assistant
Reports to:	Schools Liaison Officer & Director – Inspiring the Future
Start date:	Tuesday 3 rd September 2013
Location:	2 nd Floor, Weston House, 246 High Holborn, London WC1V 7EX
Position Status:	Supporting the schools team in assisting stakeholder groups 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 6 months (3 month probationary period)

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 Officer and working in close association with the Director - Inspiring the Future and the Inspiring the Future team. The Schools Liaison Assistant is responsible for working closely with school teachers and careers advisors, helping them to utilise the digital system to invite signed up volunteers to attend a schools events to offer career and education insights.

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

Key Accountabilities

Data audit:

1. Assisting with maintaining up to date records for all contacts with schools, and carrying out related data audit tasks

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. Occasional face to face meetings with schools directly to help them use ITF
3. Attending occasional school career events to assist with technical media support for case studies and to undertake brand ambassadorial activities events
4. Assisting schools with registering for ITF and dealing with general enquiries from teachers about the programme

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 12pm on Wednesday 31st July and candidates will be notified by the end of Friday 2nd August 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 jobs@educationandemployers.org

July 2013