

Job Description

Job Title:	Schools Engagement Assistant – Inspiring the Future
Reports to:	Schools Engagement Manager
Location:	19- 21 Clerkenwell Close London EC1R 0RR
Purpose:	The Schools Engagement 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 event to offer career and education insights, or interest in school governorship
Remuneration:	£19k per annum (pro rata)
Additional Terms:	30 days paid holiday, exclusive of Statutory Holidays pro rata
Appointment Terms:	Full Time temporary appointment until end July 2016 (subject to further funding)

Inspiring the Future is a completely free employee volunteering in education initiative launched nationally in July 2012. It aims to broaden the employer/education interface with careers guidance, work experience, mentoring, school governorship and other programmes

Inspiring the Future www.inspiringthefuture.org is administered by the charity the Education and Employers a small, independent. Education and Employers was established in 2009 and is led by senior representatives of the employer/workforce communities (e.g., CBI, TUC, CIPD, FSB, BCC), in tight partnership with leading representative bodies from the worlds of education (the teaching unions: NUT, NASUWT, NAHT, ASCL, ATL, AoC), employment and Government.

Job description

Education and Employers now seeks to appoint an energetic and hands-on Schools Engagement Assistant to build upon considerable initial impetus to drive progress towards these ambitious delivery targets until end July 2016. The Schools Engagement Assistant will be based in the charity's office in Clerkenwell.

Specifically, Education and Employers seeks someone to make direct contact with state schools and colleges to help deliver sections of funded projects in collaboration with project leads. The role will specifically focus on working with schools to organise events bringing apprenticeship volunteers into schools and the Inspiring Governors campaign, helping schools to use the Inspiring the Future system to find suitable governor volunteers.

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. 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. Working with schools and colleges to deliver sections of funded projects including Inspiring Governors and an Apprenticeships project in collaboration with project leads

Assisting with driving up ITF school engagement

2. Working with schools and colleges to help deliver specific projects and work towards funding objectives as they arise.
3. 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.
4. Occasional face to face meetings with schools directly to help them use ITF
5. Attending occasional school career events to assist with supporting in the running of special events and to undertake brand ambassadorial activities events
6. Assisting schools with registering for Inspiring the Future 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 midday on Thursday 10th March and only successful candidates will be notified no later than Monday 14th that they have been shortlisted.

Interviews will take place shortly after 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