

Job Description

Job Title:	Project Assistant (Schools Engagement)
Reports to:	Head of Schools
Location:	19- 21 Clerkenwell Close London EC1R 0RR
Purpose:	The Project Assistant is responsible for working closely with schools staff, helping them to utilise a digital platform to invite volunteers to support school events offering career and education insights or explore possibilities of school governorship
Remuneration:	£19,000 - £21,000 per annum plus pension
Additional Terms:	30 days paid holiday, exclusive of Statutory Holidays
Appointment Terms:	Initially Full Time for 12 months subject to 3 month review with possibility of extension

Inspiring the Future

The charity, Education and Employers, was established in 2009 and works closely with senior representatives of the employer community in partnership with leading representative bodies from the world of education to improve young people's preparation for the world of work. Inspiring the Future (www.inspiringthefuture.org) was launched in July 2012. It is an innovative online mechanism for connecting schools with employers. It launched with an initial aim to get employees to volunteer to spend at least an hour a year visiting a state school or college to talk to young people about their job and the routes they took to get there. This could be typically by attending a careers fair or giving an informal careers insight talk. To date, there has been very strong demand from schools and colleges – over 10,000 teachers from 6,000 schools/colleges have already signed up. Volunteer interest is also strong with registrations exceed 30,000 ranging from Apprentices to CEOs, archaeologists to zoologists. Inspiring the Future and its Inspiring Women and Primary Futures campaigns now help 10,000 pupils a week connect with employers across a growing range of activities. Earlier this year, we saw the one millionth interaction between pupils and volunteers through the system.

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 ambitious delivery targets. 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 and other colleagues. The role will initially focus on working with schools to organise events bringing apprenticeship and vocational volunteers into schools.

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. Comfortable and confident 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 10th October at 10:00am and only successful candidates will be notified no later than 12th October 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, stating where you saw the position advertised, to jobs@educationandemployers.org