

Regional Coordinator - North West Job Description

- Job Title:** Regional Coordinator - North West (*Inspiring the Future*)
- Reports to:** Senior Project Manager - Primary Futures
- Location:** Home based with regular travel across the North West region with a primary focus on Chester, Cheshire West and a secondary focus on Northwest Lancashire. Very occasional travel to London where the charity itself is based. Travel costs will be remunerated via expenses.
- Purpose:** This is a fantastic opportunity to take on a newly created post in the role of *Regional Coordinator – North West* for Education and Employers Charity; supporting the delivery of our internationally recognised flagship career-related learning programme in schools. The programme is called *Inspiring the Future* and is known as *Primary Futures* in primary schools.
- Through our programmes, we bring inspiring volunteers from the world of work into schools, helping children learn in a fun way about a wide range of future jobs and career pathways, broadening their horizons and raising their aspirations and attainment. School activity sits at the heart of our charity’s mission which is to: *‘ensure that every young person in our country, wherever they live, whatever their parents or carers’ circumstances, has the opportunity to meet a diverse range of volunteers to hear first-hand about jobs and the world of work’.*
- This important role will be part of a friendly and supportive ‘Schools Team’, and the post has responsibility for supporting the local northwest delivery of a key primary school focussed project for the charity, funded by the Westminster Foundation. Responsibilities include initiating, developing, and managing relationships with primary schools in Chester, Cheshire West and Northwest Lancashire.
- The role will include working closely day to day with local teachers/ schools to organise and deliver an exciting range of virtual and face-to-face events and activities in their schools. The role will also require the postholder to initiate and build positive partnerships with local employers and organisations to recruit and engage more inspiring volunteers to support these activities in schools.
- Remuneration:** £26-28k per annum depending on experience
- Additional Terms:** We offer an excellent overall package with 30 days paid holiday, exclusive of Statutory Bank Holidays, plus a competitive pension scheme and a volunteering allowance of up to 5 days per annum – pro rata in accordance with the length of contract. Additional family friendly benefits, including enhancements to Statutory Payments.
- Appointment Terms:** Permanent and full time

Job Purpose:

The postholder will report to the experienced Senior Project Manager - Primary Futures and work closely with a friendly, supportive and experienced set of colleagues across the wider Inspiring the Future team. The successful appointee will be responsible for working closely with volunteers from the world of work and primary school staff – supporting the effective delivery of interactive career related learning activities aimed at primary school children. It is a fantastic opportunity to make a difference to children and young people, particularly in less advantaged areas, by helping to broaden their horizons and raise their aspirations.

This is a newly created role to support delivery of an exciting multi-year project, kindly funded by the Westminster Foundation as part of our Primary Futures programme. The postholder will draw upon our revolutionary online platform that helps connect schools with a huge range of diverse, inspirational volunteers that have registered with our charity and who come from a wide range of exciting sectors of the economy. You will have the chance to engage directly with primary school children by facilitating interactive virtual and in-person activities with volunteers. While experience of working in or with schools may be an advantage, it is not essential.

The role will be home based with regular travel to nominated primary schools within the allocated region and very occasional meetings at the charity's office in central London. Working with schools, the successful candidate will be responsible for targets within their region, managing the relationship with schools and volunteers/ employers.

The role, will by its nature, involve extensive travel across the region with a primary focus on Chester and Cheshire West and a secondary focus on North West Lancashire. Therefore, access to a car/public transport is essential. Regular virtual meetings with the wider team and occasional face-to-face team meetings either in London or another convenient location will be a requirement. The Regional Coordinator will make effective daily use of our Customer Relationship Management system (based on Salesforce technology) to manage data and delivery.

What we are looking for in a candidate:

We are seeking a driven, highly capable, and enthusiastic Regional Coordinator who can deliver engaging presentations to employers, children, and teachers; confidently manage relationships at varying levels; and work efficiently to support the achievement of key targets. You will bring excellent communication, organisational, and administrative skills, along with experience in relationship management. If you are motivated, enjoy connecting with people, and want to make a real difference in schools, this role could be the perfect fit for you!

Education and Employers is a small charity of supportive and fun colleagues, working at a rapid pace to bring about change. This is a dynamic role for someone passionate about motivating and inspiring children and who relishes working with a range of stakeholders to create impactful activities.

The exact brief to be finalised with the successful candidate and the funder but the role will be expected to undertake the following key accountabilities:

Key Accountabilities:

We will look to finalise these with the successful candidate but the postholder will have a range of responsibilities, including but not limited to the following:

Relationship building – The job holder will need to build positive relationships

- Re-engage with primary schools who have previously worked with us under a forerunner project that was undertaken last year
- Identify and initiate relationships with new target schools across the identified regions of Chester, Cheshire West and Northwest Lancashire in relation to the Westminster Foundation project
- Develop and manage these school relationships over the lifetime of the project, coordinating their day-to-day engagement in our career related learning (CRL) sessions and deepening their connection to the charity's work
- Organise virtual and face-to-face activities including school liaison, securing volunteers via the Inspiring the Future system and host on tech platforms (Zoom, MS Teams etc)
- Work with the Primary Futures Manager to build relationships and to capture and exchange good practice between schools and teaching professionals, from all areas involved in the project
- Build relationships with the charity's partnerships team to ensure that contacts and volunteers from the wider work of the charity are harnessed to support the Westminster Foundation funded project where possible

Delivery – the job holder will need to present/facilitate sessions to local schools and stakeholders

- Plan and arrange all logistics for the events that the postholder will deliver directly with schools. These will be both virtual and in person delivered in school settings
- Facilitate interactive virtual and face-to-face activities to connect pupils with volunteers through themed sessions, Q&A or job guessing-game format.
- Support and host teacher training sessions, staff meetings and info webinars to promote Inspiring the Future and encourage engagement and independent usage of the platform.
- Identify and connect with local employers, engaging the support of their organisation and staff, to secure and encourage local volunteers to help deliver CRL activities within funded projects.

Resource development, technology, data and reporting – the jobholder will need to use our technology, gather impact data on our behalf, develop resources, and make improvement suggestions

- Track and report back to the Primary Futures Manager, delivery against agreed targets and impact. This could include gathering baseline and impact data like pupil/ teacher surveys, feedback quotes, and photos of our activities (permissions to be obtained from the schools).
- Use Salesforce CRM to support with data management, assisting with maintaining up to date records and supporting data cleansing as needed
- Support the development of educational resources for teachers and pupils that provide insight into the world of work and different sectors
- Other ad hoc administrative tasks to support successful delivery of the project whilst always having a positive focus on improvements and 'how can we do things better'.
- Promote Education and Employers wider offer and programmes as appropriate across the wider North West region. This would include our pilot project with the Department for Culture, Media and Sport (DCMS) to inspire young people to consider future careers in local media

Person specification:

We are looking for someone with the following *Skills/ Knowledge/ Expertise*

Essential

- Minimum two years' experience in a relationship management, school engagement, or school-based role. Other relevant experience will be considered if it demonstrates the candidate can undertake the accountabilities above
- Experience in successful relationship management – ability to engage confidently and sensitively with schools/colleges and employers and at a range of levels of seniority up to and including headteacher level
- Outstanding customer service and telephone manner, including handling large volumes of email enquiries and dealing with difficult situations politely and assertively
- Strong organisational and administrative skills including close attention to detail and effective time management
- Persuasive and confident communicator who is influential, and effective in presenting a concept both in person and on the phone.
- Good level of education, demonstrating capability in producing written content to a high standard.
- Demonstrable experience of managing a diverse workload; being able to prioritise work and working under pressure.
- Good working knowledge and practical application of Microsoft Office tools
- Willingness to travel either by car or public transport ('Clean' full driving license if preferred method of transport is driving)

Desirable

- Passion for supporting young people in realising their potential through harnessing skilled volunteers to engage in education
- Experience in virtual and in-person facilitation with children and young people
- Experience of project management and delivery
- Experience of client relationships management (CRM) databases, in particular Salesforce
- Experience of marketing to schools
- Experience of working in a small team
- Experience of working with volunteers
- Understanding of safeguarding, risk management and data protection
- Comfort and confidence in working with data to inform actions

Personal Attributes

- Commitment to uphold our charity's five values - **Inspiring, Inclusive, Innovative, Impactful, Integrity**
- Flexible – responsive to changing operational context and new opportunities
- Team Player: working collaboratively and flexibly to achieve outcomes and is keen to add value to the organisation's culture and ethos
- Able to undertake some occasional work in the evenings and at weekends, although this is not a regular or likely day-to-day requirement of the role

Application process

The Education and Employers Charity values having a diverse workforce. We are committed to equality of opportunity and welcome applications from individuals from all backgrounds. We offer a range of inclusive employment and family friendly policies as well as flexible working arrangements in order to support staff from different backgrounds.

The closing date for applications is 9am on Wednesday 4th February and interviews will take place at our London office on Wednesday 11th February. Please send a covering letter of no more than 2-3 sides of A4 setting out your interest in and suitability for the role against the job description and person specification, together with an up to date CV to jobs@educationandemployers.org. Please include your name and the role applied for in the subject line of your e-mail. Thank you

*Please note, in your cover letter we have a strong preference for human-written content. We want to hear about you, your genuine interest in the role, and why from your experience, skills, and personality you feel you are a great fit for the role

We will only consider applications with both a CV and covering letter and applications will **only be accepted from those with the right to work in the UK with a valid passport/visa.**

Thank you for taking the time to consider this role. **We very much look forward to receiving your application!**

The Charity is fully committed to safeguarding those in our care. We plan our recruitment processes to ensure effective timelines for any required vetting processes such as enhanced DBS, qualification, reference and identity checks. The Charity also ensures that each staff member is appropriately trained for their duties with a comprehensive induction process on commencement and regular CPD in areas like safeguarding.

About the Education and Employers Charity

[Education and Employers](#) is an independent UK based charity launched in 2009 with the original vision of “*providing children and young people with the inspiration, motivation, knowledge, skills and opportunities they need to help them achieve their potential*”. Our current strategic plan and mission is available to read [here](#). It aims to achieve this by working with schools, employers, the national bodies that represent them and a wide range of other partners including the government and third sector organisations. The charity also works with partners internationally – more details [here](#).

The charity runs [Inspiring the Future](#), a free service which uses innovative [match-making technology](#) to connect volunteers with state schools and colleges, quickly, simply and at scale. Schools can very easily search a massive database of willing volunteers, filter against a wide range of criteria – e.g. subject, sector, career route and send them a message. It enables young people, wherever they live, whichever school they attend, the opportunity to meet people from a wide range of backgrounds doing jobs from across the whole world of work.

Over 90,000 people have already volunteered in the UK - people from all levels: apprentices to CEOs and all sectors: apps designers to zoologists and over 85% of English secondary schools and 42% of primary schools have registered with us. People can volunteer from an hour a year in a local primary or secondary school to chat informally about their job and career route, take part in career speed networking session, give careers insights, provide mock interviews or feedback on CVs through to serving as a governor or trustee. There is also the opportunity to link up with schools for workplace visits, job shadowing and mentoring.

[Inspiring the Future](#) operates on a technology platform kindly developed in partnership with Deloitte, Salesforce and Ordnance Survey. It allows the charity to run national [campaigns](#) and others focused on specific geographic areas or economic sectors such as engineering, science, health and arts and culture. The campaigns have secured high profile support across government, business and teacher associations and ongoing corporate partnerships including our lead corporate partner Bank of America.

In partnership with the National Association of Head Teachers the charity has developed a version for primary schools called [Primary Futures](#) and over 6,500 primaries have already signed up. To see a short clip on how it works please click [here](#). All campaigns run through [Inspiring the Future](#) share a common objective: to broaden young people’s horizons, raise their aspirations and show them the range of opportunities and careers routes e.g. apprenticeships and university open to them. Over 5 million interactions between young people and volunteers from the world of work have already taken place.

Since the Charity’s launch it has sought to understand what difference employer engagement in education makes to young people and the economy. It works with academics and researchers from around the world and its own research is regularly cited by government and international organisations like the OECD. The research, which has informed and influenced a range of government policies, shows that employer engagement helps improve social mobility, reduces the likelihood of young people becoming NEET (not in education, employment of training), increases the amount they earn in adult life, helps them make better informed career choices and leads to improvements in educational attainment.