

# Programme Officer

## Application Pack

Thank you for downloading this application pack. In this document you will find:

- Information about Future First; our history, plans for the future and how this role fits in
- Job Description
- Person Specification

## How to apply

Please send a CV and covering letter to [sarah@futurefirst.org.uk](mailto:sarah@futurefirst.org.uk) with the subject line "Programme Officer".

**Application deadline:** 12pm, 3<sup>rd</sup> February 2017

**Interview Date:** 14/15<sup>th</sup> February 2017

## Any questions?

We'd be delighted to have an informal conversation about this role if you are considering applying. Please email [sarah@futurefirst.org.uk](mailto:sarah@futurefirst.org.uk), or call 07397 384400 and ask for Sarah McCammon.

# Programme Officer

## About Future First

Future First works to close the achievement gap between those born into low-income and high-income homes and, in doing so, contribute to improving social mobility.

We help state schools and colleges build thriving, engaged alumni communities. Former students can have a transformative effect on young people studying today, returning to act as inspirational career role models and mentors, or to offer valuable work experience placements or in-lesson support.

Former students can also support the wider school community to flourish by acting as governors, using their experience of the school and community to shape its future, or by raising funds to support the school to run additional activities and provide further resources.

We build the infrastructure around state schools which allows them to engage, track and mobilise their former students – both older alumni and recent leavers. Within every school and college's alumni community, there is a host of potential career and education role models, work experience providers, mentors, fundraisers and donors. Future First helps schools and colleges to harness this resource.

We currently work with over 400 state schools and colleges across England and Wales (more than 10% nationwide) and have signed up more than 180,000 people to support their old schools.

However there is still more to do! We're committed to expanding our work to more schools, learning as we go and refining and adapting our programme to achieve the biggest possible impact for young people.

# Programme Officer

## Job Description

<b>Job title</b>	Programme Officer
<b>Reports to</b>	Regional Lead – South West
<b>Salary band</b>	£20,000 - £25,000
<b>Contract type</b>	Fixed term, March 2017 – end of August 2017
<b>Location</b>	Truro – regular travel across Cornwall as required.

## About this role

We're looking for a real people person to join our new hub in the South West. Based from Truro you'll build and maintain relationships with schools across Cornwall, supporting them to set up thriving and engaging alumni networks. You will host careers workshops and other inspiring events in these schools to give students across Cornwall access to role models, work experience placements, mentoring and much more from their new alumni network.

Your time will be split between running workshops in schools directly with young people, working with teachers to help them run their own activities and working in the office to find as many former students of schools from across the region as possible.

Historically, state schools haven't built alumni communities. Future First is working to change that. You'll be at the heart of that movement as we expand our work across the South West. You'll share our expertise and offer practical help in building communities of former students and giving them opportunities to give back. You'll also make sure those alumni volunteers are suitably supported and informed at the workshops you run.

You don't need to be an expert in alumni networks just yet – we'll help with that. You must be passionate about increasing social mobility, building brilliant relationships with a whole range of people and playing your part in cementing Future First's status as the UK's leader in this space.

# Programme Officer

## Key responsibilities:

You will be the main contact for a network of up to 18 partner schools across Cornwall, your role is to deliver the Future First alumni programme to these schools helping them build thriving, engaged and sustainable networks and through the delivery of workshops, demonstrate how alumni can be involved in school activities. Your key responsibilities will be:

- Working with schools to co-ordinate and deliver Future First careers events, including leading assemblies and workshops with groups of between 10 and 300 young people
- Facilitating the engagement of young people during the delivery of workshops
- Designing high quality resources for these workshops
- Building and maintaining strong working relationships with stakeholders including employer partners, teachers, head teachers, students and alumni volunteers;
- Equipping schools with the knowledge and skills to run future events themselves;
- Maintaining regular contact with schools via email and phone; ensuring that they have the support materials and practical help that they need to make the most of their alumni network;
- Recruitment of alumni to the network through social media and local community outreach;
- Finding innovative ways to help schools actively involve their alumni in school life;
- Taking a role in ensuring project outcomes are delivered;
- Managing the alumni volunteer experience by engaging alumni by phone, email and social media encouraging them to join activities within school, preparing them in advance of their attendance and ensuring they feel supported on the day;
- Writing, editing and designing engaging communications for schools to send out to their networks;
- Writing external and internal-facing documents (e.g. briefing, posters and guides);
- Keeping accurate records of school activities, alumni contributions and the number of young people who have benefitted from our work to evidence the achievement of project deliverables.
- Maintaining high levels of feedback from students, teachers and volunteers about all aspects of their experience, and continuously evaluating both your own practice and wider programme design.

# Programme Officer

## Person Specification

### The Ideal Candidate – Essential Criteria

- Experience of delivering impactful workshops with students and young people;
- High energy levels suitable for delivering energising sessions in schools;
- Confident and effective when engaging and communicating with large groups of students;
- Ability to manage challenging behaviour;
- Experience of delivering presentations and/or hosting events;
- Warm and friendly – both in person and on the phone;
- Ability to work to tight deadlines and prioritise workload;
- Excellent written communication skills and attention to detail when compiling data and/or records;
- Experience of overcoming challenges and finding innovative solutions to problems;
- Interest in social mobility and issues facing students UK state education;
- Clean driving license.

### The Ideal Candidate – Desirable

In addition to the above, we are particularly interested to hear from candidates who have experience of:

- Delivering workshops and/or facilitating sessions with young people;
- Working in schools;
- Working to project targets;
- Working remotely;
- Working with volunteers;
- Managing a complex schedule;
- Knowledge of the UK national curriculum.