**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 careers@futurefirst.org.uk with the subject line “Regional Lead – London & South”.

**Application deadline:** 9am Monday 27 March 2017

**Interview:** 29 March 2017

**Any questions?**

We’d be delighted to have an informal conversation about this role if you are considering applying. Please email careers@futurefirst.org.uk, or call the office on 020 7239 8933 and ask for Chloe Halpin, Director of Programmes.

**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 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 nearly 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.

**Job Description**

|  |  |
| --- | --- |
| **Job title** | Regional Lead – London & South  |
| **Reports to** | Director of Programmes |
| **Responsible for**  | Alumni Officer x 2, Programme Officer x 1, Alumni Administrator x 1 |
| **Salary band** | £27,000 - £34,000 |
| **Contract type** | Permanent  |
| **Location** | Future First regional office: London |

**About this role**

The Regional Lead – London & South will lead a pioneering approach to building thriving, engaged alumni communities in schools and colleges across London and the South of England.

We’re looking for an enthusiastic manager to join our team in London. You’ll lead a local team of five staff, responsible for establishing and delivering our alumni programme to schools across the area.

Historically, state schools haven’t built alumni communities. Future First is working to change that. You’ll be at the heart of that movement; building relationships with school and college contacts and former students (alumni) in order to give today’s students access to inspiring careers and educational role models, work experience placements, mentoring and much more.

You and your team will build relationships with schools across the region – supporting and training them to engage their former students. You’ll manage all aspects of the planning and will get involved yourself in direct delivery too, including delivering training sessions with school staff and supporting your portfolio of schools to regularly engage their alumni within school life.

**Key Responsibilities:**

You will be responsible for maintaining and growing our work across a network of schools in the region. You will have proven experience of successfully managing relationships with or within schools, working strategically with a number of stakeholders and managing a team to meet strategic objectives.

Key responsibilities will include:

* Taking responsibility for ensuring a quality service is delivered to schools in London and the South of England.
* Line management of a team of staff members (approx. 4-5)
* Pursuing business development opportunities across the regions, especially with schools and colleges wishing to join our network
* Managing relationships directly with a number (around 15-20) of member schools and colleges, in addition to managing the induction process for all new schools in the region
* Monitoring schools’ progression towards establishing a thriving, engaged alumni network and resolving issues which may prevent this
* Delivering training sessions to school contacts, equipping them to set up and run their alumni network effectively
* Providing first-class customer service (face to face and by phone/email) to ensure schools and colleges have all the technological support, materials and advice they need to make the most of the service
* Working closely with the Director of Programmes and other senior members of the team to develop the programme, feeding frontline best practice into programme strategy.
* Working with the Director of Programmes and senior members of the team to ensure yearly targets are met or exceeded
* Working collaboratively with other senior leaders to ensure Future First is led and managed well
* Leading on the development and delivery of specific projects
* Training and supporting junior members of the team to do their jobs effectively

**Person Specification**

**Essential:**

* Experience of building successful working relationships with senior external stakeholders
* Strong communication skills, able to engage with a variety of audiences
* Excellent written and oral communications skills
* Exceptional organisational skills
* Ability to work to tight deadlines and prioritise work-flow
* Experience of using CRM software to produce accurate reports
* Understanding of issues facing students in UK state education system
* Confident public speaker

**Desirable:**

In addition to the above, we are particularly interested to hear from those candidates who can demonstrate experience in the following areas:

* Line management experience
* Experience of delivering training to teachers, enabling them to develop their practices
* Knowledge and experience of the education sector in the London and the South
* Experience of managing a remote team
* Experience of business development, building relationships with new stakeholders