

# Head of Partnerships & Development



## 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 go to our [job board](#) and click on the 'Apply for this job' link. You will be asked to upload a copy of your CV and a covering letter.

**Application deadline:** 12 pm Monday 26 February 2018

## Any questions?

We'd be delighted to have an informal conversation about this role if you are considering applying. Please email [info@futurefirst.org.uk](mailto:info@futurefirst.org.uk), or call the office on 020 7239 8933 and ask to speak to 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 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 400 state schools and colleges across England and Wales (more than 10% nationwide). During 2016-17 we supported more than 100,000 young people to have quality encounters with alumni role models. With over 200,000 former students signed up to support their old school there is still much more we can achieve.

So, 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

<b>Job title</b>	Head of Partnerships and Development
<b>Reports to</b>	Director of Programmes
<b>Responsible for</b>	Project Coordinator, Freelancer staff team
<b>Salary</b>	Circa £35,000
<b>Contract type</b>	Permanent (with three month probation period)
<b>Location</b>	Future First head office, London

### Role purpose

This is an exciting and central role which will enable Future First to grow and develop its work and reach into schools and beyond, providing young people across the UK with relatable role models, meaningful mentoring and vital contact with employees, employers and the world of work.

The Head of Partnerships & Development will oversee two vital functions within Future First:

- Manage, develop and grow our portfolio of employer partnerships and projects
- Oversee and manage our fundraising pipeline

Future First's portfolio of existing employer partnerships generates a significant proportion of our income, which this role will be responsible for maintaining and building upon. Further to this, the Head of Partnerships & Development will be responsible for seeking to extend our existing portfolio, building meaningful partnerships and initiatives with new employers and professional networks, who can enable the charity to expand its already successful work through financial support, gifts in kind or other means.

A key responsibility of the role will be to project manage our longstanding partnership with the Institute of Grocery Distribution (IGD). Now into its fourth year, our delivery of their prestigious 'Feeding Britain's Future' programme sees professionals from across the food and grocery industry come together to help inspire and educate school students so they understand how to translate their education into skills for work. In 2018, this programme is set to deliver a further 350 workshops, reaching more than 7,500 students across the UK. Our ambition is to expand on this proven model, rolling out comparable programmes with other sectors so that more young people have access to good quality careers advice and role models from the world of work.

In addition, this role is responsible for managing our fundraising pipeline, ensuring sufficient income is being generated to enable the organisation's continued operations by identifying funding opportunities and responding to these by working closely with Future First colleagues on the development of compelling funding applications.

### Duties & responsibilities:

#### 1. Employer partnerships

- Enable Future First to maximise income through stewardship and strategic development of employer partnerships and projects
- Take responsibility for Future First's existing employer partnership portfolio, ensuring supporters remain engaged and the potential for their support is maximised
- Work with colleagues to collect and track data on the effectiveness of partnership project and demonstrate their impact through reports and case studies

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- Project manage the Feeding Britain's Future programme, ensuring a quality service is delivered for students, schools and IGD alike
- Build strong relationships with stakeholders including employer partners, funders, senior stakeholders and other potential supporters of Future First

## 2. Fundraising

- Ensure Future First's pipeline is well-managed, accurately reflecting our required and projected income.
- Co-ordinate and contribute to the writing of funding applications.
- Seek new funders and manage both the cultivation of relationships, and ongoing management of a number of Future First's key supporters.
- Ensure Future First meets the reporting requirements of all its supporters.
- Work closely with other senior managers to ensure fundraising proposals align with the organisation's strategic objectives.
- Ensure funding pipeline data serves as a useful management information tool by embedding its use well within the organisation and ensuring its adoption by staff

## 3. Management

- Line management of one staff member (possibly growing to two), in addition to Future First's freelance facilitator team
- Recruit and train new facilitators to deliver effective and impactful employer funded workshops for young people
- Take on tasks, from time to time, as requested by the CEO or Director of Programmes.

## Person Specification

### Essential:

- Excellent oral communication skills, including the ability to pitch to external stakeholders, often very senior within their organisation.
- Excellent interpersonal skills to manage a wide variety of internal and external relationships.
- Ability to translate for stakeholders the issues and challenges faced by schools and how their support might respond to this.
- Astute understanding of stakeholder priorities, able to adapt appropriately to different audiences.
- Excellent written skills with the ability to develop detailed proposals and budgets in response to fundraising opportunities
- Experience of effectively engaging employer volunteers to support the delivery of workshops and programmes which have a meaningful impact for young people
- Experience of facilitating high impact workshops for young people
- Ability to manage competing priorities, to work to tight deadlines in a fast-paced environment and still produce quality outputs
- Passion for issues surrounding social justice and education.

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## Desirable:

- Good knowledge of the UK state education system and an understanding of issues facing students in the UK.
- Experience of working with or within schools.
- Experience of fundraising from grant and private sector donors.
- Experience of managing staff.
- Degree-level qualified or equivalent.