



## **Regional Lead – London & South**

Candidate Pack

November 2018



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## About Future First

This is an exciting and interesting time to be joining an ambitious and growing charity.

Working in partnership with schools, colleges, funders and a range of employers, our vision is of *'a world in which a young person's start in life does not limit their future'*, and today our work has never been more important.

Future First works across the UK to help build and activate thriving school alumni networks, and make sure that all young people have access to relatable role models, trusted mentors and meaningful social capital.

[www.futurefirst.org.uk](http://www.futurefirst.org.uk)

## About the role

We are looking for an experienced and passionate person to join our senior team, to lead and expand our work in London and the South.

As Regional Lead – London & South you will lead a pioneering approach to building thriving, engaged alumni communities in schools and colleges across the south of England. We're looking for an enthusiastic manager to lead and grow one of our London teams and to be responsible for establishing and delivering our alumni programme to schools across the area.

You and your team will be at the heart of a growing movement, helping to expand our existing work by building 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. You will help to drive best practice in our member schools and ensure each receives a quality service.

This position will play a fundamental role in supporting Future First's strategic development, growth and success, and we are seeking someone to join our friendly and committed team who will also be able to help drive forwards our footprint in the south of England and manage an existing project in the area.

## Duties & responsibilities

### Key Responsibilities:

You will be one of Future First's strategic lead in the south of England, 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 key objectives.

Key responsibilities will include:

- Taking responsibility for ensuring a quality service is delivered to schools in London and the south
- Line management of a team of three staff
- Actively pursuing business development opportunities across the area, so more schools and colleges join our network
- Managing relationships directly with a number of member schools and colleges, in addition to managing the induction process for all new schools in the region
- Delivering impactful workshops, careers events and other activities with students – using alumni to help them understand the range of career options available after school
- 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
- Several years' experience of working with teachers and/or young people
- A high energy, inspiring facilitation style which quickly engages an audience
- Strong communication skills, able to engage with a variety of audiences
- Ability to positively promote Future First and its programmes
- 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:

- Experience of business development, building relationships with new stakeholders
- Line management experience
- Experience of delivering training to teachers, enabling them to develop their practices
- Knowledge and experience of the education sector

## Salary and Benefits

<b>Job title</b>	Regional Lead – London & South
<b>Reports to</b>	Director of Programmes
<b>Line manages</b>	Alumni Programme Officers
<b>Salary band</b>	£28,094 - £35,378
<b>Annual leave</b>	28 days per year, increasing by one day for each year of service up to a maximum of 33 days
<b>Benefits</b>	Employee pension scheme, childcare vouchers, cycle to work scheme, travel card loan, flexible working, volunteer days, phone insurance, plus a range of other discounts and benefits at <a href="#">Perkbox</a>
<b>Contract type</b>	Full-time / permanent
<b>Location</b>	London, with travel across the South of England as required

## How to Apply

Go to <http://futurefirst.org.uk/our-purpose/jobs/> for more information and to apply

**Application deadline:** 9am Monday 10 December  
*Applications submitted after this time will not be considered*

**Interviews:** To be held on Thursday 13 or Friday 14 December

### Any questions?

We would be delighted to have an informal conversation about this role if you are considering applying.

Please email [beth.goddard@futurefirst.org.uk](mailto:beth.goddard@futurefirst.org.uk) or call on 07956450751 to speak to Beth Goddard, Director of Programmes.