



**Future
First**



Head of Innovation and Learning

Candidate Pack – November 2018

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About Future First

Our vision:

A world where a young person's start in life does not limit their future.

Our mission:

To see every state school and college supported by a thriving and engaged alumni community; improving students' motivation, confidence and life chances.

Our values:

Social justice

We do all we can to achieve our mission so that a young person's background does not limit their future options.

Role modelling

We believe everyone can be a good role model and try to lead by example in all we say and do.

Collaboration

We know we have greater impact through building relationships, and by working and learning with others.

Innovation

We are open to fresh ideas and are constantly seeking new ways to make change happen faster.

Working in partnership with schools, colleges, supporters and a diverse range of employers, Future First works across the UK to build and activate thriving state school alumni networks, making sure that all young people have access to relatable role models, trusted mentors and meaningful social capital.

To date we have worked with over 1100 state secondary schools, reached 300,000 young people, and have built a network of more than 240,000 alumni volunteers. We operate nationwide and are the only provider to work in all 12 Department for Education's Opportunity Areas.

We are a highly motivated and passionate team, led by the desire to positively impact on the life chances of young people throughout the UK, particularly for those growing up in areas of low social mobility and disadvantage.

This is a really exciting and interesting time to be joining an ambitious and growing charity, and today our work has never been more important.

You can read more about our work at www.futurefirst.org.uk

Who we're looking for

This role is critical in enabling Future First to continue to build on its already successful portfolio of programmes and resources.

The Head of Innovation and Learning will be responsible for researching, developing and implementing innovative and high impact projects, services and resources, to better support schools and young people across the UK in addressing some of their hardest challenges. This role will also lead on understanding and disseminating what works, with responsibility for research, impact measurement and the sharing of learning across the Future First team and beyond.

To be successful in this role, and at Future First, you will need to be a passionate person, committed to our vision, and to a belief that what we do is best directed by a deep understanding of the issues, challenges, evidence and data.

You will need strong analytical skills in order to identify and present sustainable projects and solutions, which will stand up to rigorous evaluation. As such you will need experience of managing and analyzing data, be a self-starter who is confident in developing meaningful and impactful projects and resources, alongside the ability to clearly and effectively share learnings.

You will also be an excellent project and relationship manager, have first-class written and oral communication skills, and be comfortable presenting in front of diverse audiences.

This position will play a fundamental role in supporting Future First's strategic development, so we are seeking someone who will drive excellence in all that they do, thrive in a fast-paced working environment, and be motivated by having a significant impact on the charity's future success.

What our team says about working at Future First

'Working at Future First is always varied and interesting, and there's lots of opportunity to acquire new skills. It's great being part of such a fantastic team working towards a worthwhile cause.'

Beth Goddard, Director of Programmes

"There is a real team spirit in the company and a desire to share knowledge. It's always been very important to me that I do a job which helps others and I truly feel that in my role I do this on a daily basis."

Alex Miami, Alumni Programme Officer

"Working at Future First is unique. You are part of a team of people who genuinely care about young people and although it is an established charity, we are always looking to innovate and increase our impact. The office has a buzz and a great sense of purpose."

Alex Fleming, Head of Partnerships & Development

"Working for Future First means being part of a fun and collaborative team spread across the country. My favourite part of the job is the variety - I'm never bored when planning how I can best engage and activate my schools as well as delivering workshops all over the North and Midlands."

Emily Clifton, Alumni Programme Officer

"Working for Future First is fantastic because it's so wide-ranging, I love the mixture of working in the office with a great team and delivering events in schools."

Joy Upchurch, Regional Lead – London and South

Duties and responsibilities

Innovation projects

- Develop and implement impactful initiatives, workshops and resources to meet identified needs of schools and young people
- Create strategic partnerships with like-minded organisations to collaborate and innovate, furthering our organisational objectives
- Ensure innovation stakeholder partnerships and collaborations are effectively and efficiently managed and sustained
- Support income generation activity in order to secure funding for impactful innovations

Impact, research and learning

- Develop and implement systems and processes to ensure effective data capture with the aim of evaluating progress against Future First's strategic objectives
- Collect, collate, manage and analyse programme data
- Support organisation wide learning, identifying opportunities, and recommending strategic and programmatic adaptations where necessary
- Develop research proposals and partnerships to evidence the value of Future First's ethos and delivery, collaborating with external evaluators as appropriate

Resource and service development

- Manage the content development for Future First's digital toolkit, including resources and workshop session plans for schools
- Develop and deliver a quality assurance and internal training process to ensure our delivery teams have exemplary facilitation skills

External relations

- Promote the objectives of Future First and influence key stakeholders to highlight the value of alumni networks, relatable role models and meaningful social capital
- Seek and develop opportunities to promote the role of Future First among stakeholders, influencers and policy makers
- Produce articles, research and thought leadership pieces to support the work and objectives of Future First

Additional responsibilities

- Act as a role model and motivator to others through living the values of Future First and contributing to a dynamic and effective culture of working collaboratively, and to an exceptionally high standard
- Carry out additional duties as required and commensurate with the role

Person specification

Specialist expertise and experience

- Experience of working with schools and the education sector
- Understanding of issues facing students in the UK state education system
- Experience of developing resources suitable for use by teachers
- Experience of developing impactful interventions and initiatives to meet identified needs
- Ability to effectively manage, analyse and visualise data
- Experience in both quantitative and qualitative analysis (desirable)
- A qualified teacher (desirable)

Communication

- Outstanding written and oral communication skills, with excellent interpersonal skills
- Able to make use of the strengths of different channels and methods of communication
- Constructively manages barriers to effective communication
- Communicates information to different audiences in an interesting and stimulating style
- The ability to write clearly and persuasively for a range of audiences
- Experience of building successful working relationships with external stakeholders

Planning and organising

- Highly organised, with experience of managing competing priorities, working to tight deadlines in a fast-paced environment, producing very high quality outputs
- Experience of effectively project managing initiatives with multiple stakeholders
- Able to make effective use of project and time management aids, including available technology, to monitor progress and meet deadlines
- Able to link plans and priorities to higher level organisational objectives
- Analytical, creative and strategic, and a good problem solver

Professionalism

- Consistently shares expertise with others through shared learning and feedback
- Keeps up-to-date with relevant developments and new resources and tools to aid the fulfilment of work responsibilities
- Is aware of own skills and areas for development, actively seeking professional development
- Is positive and solution focused
- Holds self and other team members accountable for achieving an exceptionally high standard
- Willing and able to try new ideas and to seek more efficient approaches in fulfilling responsibilities

Terms and Conditions

Job title	Head of Innovation and Learning
Reports to	Director of Development
Salary band	Up to £35,378 (dependent upon experience)
Annual leave	28 days per year, increasing by one day for each year of service up to a maximum of 33 days
Benefits	<ul style="list-style-type: none"> - Employee pension scheme - Cycle to work scheme - Travel card loan - Flexible working - Volunteer days - Phone insurance - Childcare vouchers - A range of discounts and benefits at Perkbox
Contract type	Full-time / permanent
Location	Blackfriars, London

How to Apply

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

Application deadline: 9am 7th January 2019

Applications submitted after this time will not be considered

First Round Interviews: 14th and 15th January 2019

Any questions?

We would be happy to have an informal conversation about this role. Please email josh.rose@futurefirst.org.uk to arrange a time to speak with our CEO, Matt Lent.