



Project Manager

Candidate information pack



**Future
First**

Dear applicant,

Thank you for your interest in working for Future First.

You could not have chosen a more interesting time to join us. We are growing our work with schools and young people, including trialling new interventions to help deliver better outcomes for learners.

Future First is the UK's only charity that connects students with past pupils as role models and mentors to inspire and support them. We have a decade of experience, solid finances, strong partnerships and brand new technology for schools, volunteers and students. Our work builds confidence, motivation to study and resilience, and strengthens the communities around schools by harnessing past pupils as an under-developed resource. We took our refreshed programme into a record number of schools in 2020-21, and we won't stop there. We have ambitions to be working with every UK state school and college, providing young people across the four nations with relatable role models to boost confidence, raise motivation and, ultimately, improve their life chances.

We have around 400 school and college members and 266,000 alumni volunteers, who supported over 70,000 young people in state schools across the UK last year. We know that what we do every day really makes a difference to young people's lives. By giving today's pupils connections to past students, their alumni, we show them a bright future and give them the chance to hear real life stories about how people have overcome challenges to be successful. We show young people a world of opportunities - work, training, further or higher education, or volunteering, and we give them the tools, knowledge and information they need to make good choices and find their pathway.

Later in this job pack you'll find out more about this exciting role and just how key it is to the charity's success. A new post for the charity, you'll be able to make it your own and in turn help us have even more impact on young people at this crucial time.

We are committed to social justice and the value of role models. We are therefore keen to build a workforce that reflects the young people and schools we support. We are always interested in hearing from candidates from diverse backgrounds. At this time, we would particularly welcome applications from Black candidates and those who attended state school and were in receipt of free school meals and/or were the first in their family to go to university.

If you share our passion for changing lives, care deeply about disadvantaged young people and believe that you have what it takes to effectively support a small but ambitious charity, please read on. I look forward to hearing from you.

With all good wishes,

Lorraine Langham,
CEO

Are you looking for a new role that really can change lives?

If you happen to be a talented project manager who is also passionate about delivering real change – this small, national youth charity needs you!

About our organisation

Our vision is for a world where a young person's start in life does not limit their future. Past pupils, known as alumni, are powerful, relatable role models. They show students that 'people like me' can succeed. Future First is passionate about connecting every state school pupil with their alumni to inspire them and give them the information, tools and connections they need to see and build a future beyond their current horizons. We know that putting alumni networks around state schools gives pupils access to a strong community of connections, with pathways to jobs and careers, internships and apprenticeships, support in making choices at transition, help with choosing courses and universities, and much more. Hearing from relatable role models can be transformative, building students' confidence, resilience and motivation to study. If you believe a child's start in life should not determine their future, this role can make a difference.

About the role

This is an exciting opportunity for a dynamic and ambitious individual to play a vital role in supporting the delivery of key projects. The Project Manager sits in the charity's Business Services team, and works across the whole organisation to ensure that projects are delivered on time, to budget and have the expected outcomes. The projects span multiple organisations and so the Project Manager will have unique exposure to a brilliant network of talented professionals, and the chance to make a real difference to the lives of young people. The Project Manager will work closely with the Operations Manager to ensure these projects are successful and have maximum impact.

As Project Manager, you will:

- Work with the Operations Manager to monitor and evaluate programme activity and to report on progress and learning.
- Help set up and embed project management processes and systems.
- Administer projects, including supporting various Operations Groups (made up of delivery staff from each partner organisation) and Programme Boards (made up of decision makers from each partner organisation) ensuring that meeting dates are set, papers are circulated, and minutes and actions taken within agreed timescales.
- Maintain oversight of project risks, issues, dependencies, conflicts, priorities and issues and ensure mitigations are in place and the Operations Manager updated as each project progresses.

- Ensure effective governance arrangements are in place throughout the projects.
- Operate as a full member of the team; supporting the Business Services Director and Operations Manager as required.
- Undertake research into prospects and issues, effectively distilling information and setting out recommendations for senior review.
- Identify and work on funding opportunities to boost and scale projects.
- Undertake any other duties as required by the organisation, commensurate with pay

Essential criteria

- Project or programme management experience, with experience of producing project board documentation and reports.
- Experience in working with multiple stakeholders to successfully deliver a shared project.
- A good understanding of project management tools and systems.
- Able to work independently; can plan, manage and prioritise own work and deliver to strict deadlines.
- Solid understanding of data and data protection requirements.
- Confident working with a range of stakeholders, adapting communication to audience and understanding the needs of different users.
- Strong communication skills, both written and verbal. Able to distil complex data into clear and simple reports.
- Good interpersonal skills: someone who can build successful working relationships with diverse stakeholders.
- Solution focussed: able to negotiate and find a way forward towards the best possible outcomes.
- Extremely organised, can manage own workload independently and effectively keeps others on track
- Embeds equalities in work
- Consistently shares expertise; strong team player
- Ability to effectively problem solve and take the initiative, but also knows when to escalate.
- Interest in education, voluntary organisations, and social mobility, with enthusiasm for the intended project outcomes and willingness to go above and beyond to ensure the project is the best it can be.
- Good working knowledge of MS Office suite, including PowerPoint, Excel and Project (Online).

Desirable criteria

- Relevant academic and professional project management qualification.
- Experience within the charity sector or education.

An equal opportunities employer, we welcome applications from all suitably qualified persons regardless of race, sex, disability, religion/belief, sexual orientation or age.

Our Values

We live by our values, and are keen to recruit colleagues who share these values.

Social justice

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

Role modelling

We believe everyone can be a good role model and we 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.

Terms and conditions

Title	Project Manager
Reports to	Operations Manager
Department	Business Services
Contract	Full time/Permanent
Salary	£23, 817- £29,228 per annum full time (37.5 hours)

Annual leave	28 days holiday, bank holidays and an additional day's leave for each year of service up to five years
Benefits	Employee pension scheme, comprehensive learning and development plan, cycle to work scheme, travel card loan, flexible working, volunteer days
Location	Greater London (remote working initially, moving to flexible working. Travel to meetings required, including bi-monthly visits to the London office)

How to Apply

To apply, please [click here](#) to upload an up to date CV and cover letter that demonstrates how you meet the person specification for the role.

In your cover letter, please tell us when you would be able to start the role if offered it, and please also state if you are unable to make any of the interview dates noted below.

Incomplete applications will not be considered.

Application deadline

The deadline for applications is 9am on Monday 13 December.

Applications submitted after the close date may not be considered.

Interviews

21 or 22 December 2021

Interviews will be conducted via video call.

Any questions?

Please email joanne.jones@futurefirst.org.uk if you have any questions about the role.