



Job title: Education Engagement Lead

Location: 50% London UK office based or Remote working in London

Responsible to: Head of Engagement London

Salary: £30,000 - £34,000 (Plus London Weighting of £2,500 if applicable)

Contract: Full time, 37 hours a week

Closing Date: Wednesday 31st August 2022

Interview Date: Friday 9th September and Monday 12th September

Please apply as soon as possible submitting your CV and a one page covering letter which outlines your specific interest and ability to successfully fill this role, as well as your salary expectations and current notice period.

Please note, if you do not provide a covering letter your application will not be considered.

Location requirements

Although there is an option for the role to be based remotely, having knowledge of schools engagement in London is required. Please note, you may be required to travel to client locations in and around this region and therefore you should live within a commutable distance without impacting productivity or adding a substantive financial burden to the charity, to be successful in your application. Please only apply if you are based in London.

Why us?

Speakers for Schools are a dynamic, swift-moving and fast-growing charity. We are on a mission to support a million young people across the UK annually by 2023. Having taken the first steps on the road to achieving this, our team has doubled in size in the past year. This has supported 278% growth in our Experience programme and 10% growth in our Inspiration programme during the past 12 months.

We want to level the playing field, making sure that all young people can access inspirational opportunities and experiences to fuel their ambition.

We are united and unique in our mission to transform lives through raising aspirations of millions of young people every year. Each year, 1,500 senior leaders, celebrities and industry experts deliver a difference to by sharing their story with students in schools and colleges in every corner of the UK. We connect employers such as Disney, The Bank of England, Spotify PwC and almost two hundred others to communities to provide access to the top opportunities for all across the UK. With us, you will be part of inspiring a generation to reach higher, broaden horizons and get equal access to the top.

To keep growing our charity and our impact, we need top talent and we are committed to treasuring, developing and supporting them to thrive within their roles.

Speakers for Schools Values

PASSION:	We are committed to levelling the playing field for young people across the UK, creating social mobility and tackling disadvantages.
AGILITY:	We challenge our ideas of what is possible in order to better meet the needs of those we support. We are human, make mistakes, learn, evolve and adapt.
INTEGRITY:	We act with empathy and bring our authentic selves to work every day. We value and respect the talent, time and intentions of those we work with.
COLLABORATION:	We are one team with one mission and only by working together can we deliver better outcomes for young people. We support each other unconditionally and feel motivation in shared success as well as individual progress.
DIVERSITY:	We know it takes people with different ideas, strengths, identities, interests, and cultural backgrounds to make our organisation succeed. We encourage constructive debate and critical friendship.

Role Summary

To engage with education and training providers as well as local authorities in sharing out programme, onboarding and training in their usage. Taking on the views of educators and educational leaders in what we provide and need to provide and enabling us to more closely match local and national need with our programme. This role will also plan and support the delivery team with the delivery of the programmes from marketing opportunities to schools/students work experience placements.

Will lead on informing all Education Relationship Managers in the London team on updates from the wider charity, will ensure consistency across the region, and support the team to be able to access resources to ensure young people engagement.

Key Duties / Responsibilities

- Recruit and onboard new educational establishments to work with us
- Training and supporting users to maximise the opportunity to their students accessing our programmes through our newly developed portal and app.
- Delivering training sessions to schools and colleges on our programmes and building on engagement in your defined region.
- Building partnerships with Multi-Academy Trusts, SEND and PRU provision within your region to maximise our impact
- Liaise with local government organisations to actively promote our programme to NEET young people in the region

- Developing long standing relationships with school and college contacts to access, support and maximise employer engagement relationships in your region
- Build a regional network of educational contacts, ensuring high level of customer service and reporting opportunities and issues to Head of Engagement
- Retain our registered schools and colleges in our network, and increase engagement levels in all programmes across the region
- To support on delivery of SEND and PRU programme opportunities in collaboration with Engagement Managers in the regional team
- Ensuring all data relating to school and college engagement is accurate, recorded and presented in reports when required
- Networking in the region with your regional team to collaboratively build brand awareness of Speakers for Schools across all partners and organisations working in the Education landscape.
- Supporting the wider UK Education Strategy for Speakers for Schools
- Manage weekly sessions with regional ERMs, to support and plan priority actions, feedback directly to HoE.
- Drive consistency across all team in terms of school/college engagement
- Report on school engagement, areas for improvement, and placement priorities to HOE as and when needed.
- Collate new ideas and feedback on actions needed to help support further school and college engagement.

Delivery Team support:

- Support our Delivery Partners to identify school contacts that can promote and support our programmes
- Processing new user registrations on our portal
- Helping with technical delivery processes using both our in-house software
- Data Management and CRM
- Inputting new data, maintaining existing records and generating reports
- Other duties as required, within the scope of your role.

Key skills and experience:

Essential: -

- Excellent customer support skills and telephone manner
- Flexibility and a willingness to get stuck in and help with any tasks the team require support for
- Experience in a similar environment working with a variety of stakeholders
- Detailed knowledge of the UK Education System and a familiarity with careers provision and social mobility challenges within UK schools and colleges
- Clear and concise communicator, capable of producing written content to a professional quality
- Confident liaising with and managing relationships particularly with stakeholders from all levels
- Comfort and experience in working with technology and data management

- Proven capability of working through high volumes of work and securing targets across varying objectives within delivery
- Led a project in an educational setting, leading a team to achieve high targets.

Desirable: -

- Previous experience working with HR/Recruitment/CSR/Educational Providers/Youth/Engagement teams an advantage
- Knowledge of SEND and PRU education establishments and NEET students
- Proficient use of the Salesforce CRM, to track relationships and ensure proper data management.
- Managed or been a team leader to deliver objectives.

Benefits offered at Speakers for Schools:

- 25 days annual leave plus bank holidays
- Morning of your birthday off
- Pension scheme
- 3 voluntary days per year
- Wellbeing programme
- Enhanced maternity/paternity/adoption package
- Subsidised office furniture
- CharlieHR perks
- Perkbox
- £500 a year training allowance

Diversity at our core

Speakers for Schools is an equal opportunities employer. We are committed to encouraging equality and diversity among our workforce and eliminating discrimination.

Disability Confident Employer

Speakers for Schools are glad to be Disability Confident Employers. This means that if you have a disability and you meet the minimum criteria for the role you will be invited to interview.

Please note that in certain recruitment situations, such as a high number of applications and seasonal and high-peak times, Speakers for Schools may limit the overall number of interviews offered to both disabled people and non-disabled people.

We usually ask for a CV and covering letter to be submitted as part of the application process. However, we understand that this is not always accessible to everyone, so we welcome video and phone call applications as alternative ways to apply. For additional information or support, please contact us.

How to apply:

Please apply as soon as possible submitting your CV and a one-page covering letter which outlines your specific interest and ability to successfully fill this role, as well as your salary expectations and current notice period. **Please note, that if you do not provide a covering letter your application will not be considered.**

Appointees are subject to a successful DBS check, as contact with young people is likely.

You must have the right to work in the UK to apply.

The Journey to joining Speakers for Schools:

The closing date for this role will be **Wednesday 31st August 2022**.

Successful candidates will be invited to interviews on Friday 9th September and Monday 12th September . Please try to be available this week as alternative dates may not be possible.

Our new team member will start ASAP.

If you have not heard from us two weeks after the interview date, please presume your application has been unsuccessful.