



Transition Manager

Salary:	£30,000 - £34,000
Hours:	Full-time with early Friday finish
Contract:	2-year term, with option for extension
Location:	London Bridge office, with regular travel to schools and businesses
Deadline:	Rolling
Start date:	Sept 2022 & Nov 2022

About Future Frontiers

In the UK, family income is the strongest predictor of how well a young person will do at school and the future opportunities they will have. **Future Frontiers exists to change this.** Our vision is of a society where equal access to education and career opportunities enables potential to overcome poverty.

We are an award-winning education charity with an innovative approach to tackling educational inequality in the UK. Our mission is to provide disadvantaged young people with the guidance, networks and opportunities they need to realise their potential at school and achieve post-16 qualifications that build towards secure and fulfilling employment. By partnering with schools and forward-thinking businesses we deliver a high-impact coaching programme to young people from disadvantaged backgrounds. We recently developed an ambitious 5-year strategy which adds a second year to our programme and provides even more 1 to 1 support for young people, deepening our impact.

The strategy sets out how we will achieve our strategic vision statement: between 2021 and 2026, Future Frontiers will design, develop and rigorously evaluate an enhanced two-year programme that achieves meaningful long-term impact at the post-16 transition, transforming the life-chances of disadvantaged young people. During this period we will support over 16,000 disadvantaged young people. You can read more about our impact so far in our Annual Impact Reports on our website.

Why we need you

Future Frontiers is an innovative, dynamic and ambitious organisation that has developed a high impact coaching programme for pupils from disadvantaged backgrounds.

As part of our commitment to achieving transformational impact for young people we are currently piloting new provision which includes one-to-one guidance and results day support, in addition to the coaching sessions. We are looking to strengthen our team with individuals who have experience in providing personalised support to help young people achieve their career goals.

Candidates who have lived experiences relatable to our young people are strongly encouraged to apply.

Your responsibilities

Programme delivery

You will lead a portfolio of programmes across Greater London and further afield and deliver all stages of the programme for young people in yr10. This will include programme set up and admin, onboarding and launching to pupils, preparing and training coaches, conducting DBS checks, leading coaching sessions and monitoring programme feedback. This part of the role will involve regular travel to schools and businesses.

Training coaches

You will be trained to deliver high quality in-person training sessions for each cohort of volunteer coaches in your portfolio of programmes. You will be supported to develop your skills in group training and public speaking.

Managing school and business relationships

You will build and maintain long standing relationships with the designated lead at each school and business partner in your cohort. You will work with them at the planning, delivery and feedback stages of each programme.

Transitions Support

You will be working with young people in years 10 and 11 to enable them to make positive post-16 transitions. This will include leading group sessions, providing in-person one-to-one transition support, building positive partnerships with parents and other relevant stakeholders, and leading GCSE results day and enrolment support.

Programme Monitoring

You will be responsible for collecting feedback and key data from your coaches, students and schools. You will work with the programmes team to identify trends in programmatic success and develop interventions that continually improve each programme.

About you

This experience is essential:

- **Experience of working with young people from a wide range of backgrounds;** including the educational and career barriers faced by those who have experienced disadvantage.
- **Experience in delivering one-to-one and group work to young people;** supporting and motivating them to successfully achieve positive outcomes.

Skills and competencies:

- **Passionate about education:** You are driven to improve opportunities for young people from disadvantaged backgrounds.
- **Build relationships:** You are adept at quickly establishing supportive relationships with young people as well as their parents and teachers.
- **Highly organised with excellent project management skills:** You can manage a varied workload and prioritise effectively whilst maintaining accuracy.
- **Outstanding written and verbal communication:** You inspire those around you by articulating with passion and conviction the impact of the Future Frontiers programme in a clear and concise style.
- **Independent problem solving:** You can remain calm and confident under pressure whilst maintaining a positive and professional attitude.

- **Resilient attitude:** You are used to taking it in your stride when things go wrong and remain optimistic.
- **Safeguarding:** Knowledge of practices and policies.

What we can offer you

- Generous annual leave of 27 days + bank holidays, increasing with service. (Majority must be taken during school holidays)
- Team building offsites and regular team socials throughout the year
- Cycle to work scheme
- Generous parental pay and additional childcare leave for child's first 2 years

Equal Opportunities, Diversity and Inclusion

Here at Future Frontiers we are dedicated to the practice of equal opportunities. The principles of it underpin our mission and we treat all employees, volunteers, clients and students as individuals. We believe in having an open and inclusive culture that champions diversity in all its forms, including disability, culture, race, gender, sexual orientation, age, life experiences, socio-economic background, and religion.

We encourage everyone to apply for our roles. If you would like to talk to us about working at Future Frontiers in advance of your application, particularly in regards to diversity, we strongly encourage you to contact us via email and we will arrange a call. We'd love to hear from you.

To improve the diversity of the programmes team we are particularly interested to hear from candidates who have not been to university or who have lived experiences relatable to our young people.

How to Apply

- To apply, please fill out [our application form](#) by answering these questions and attaching your CV.
 1. Tell us why you want to work at Future Frontiers. What is it about *us* that excites you? (Max. 1,500 characters)
 2. With direct reference to the competencies in the job description, please tell us the *three* main reasons why you would make an excellent Transition Manager, giving evidence for each reason. (Max. 2,500 characters)
 3. Factually and succinctly, please describe your experience of working with young people. You should include detail on:
 1. The backgrounds of the young people, including any disadvantage they had.
 2. When you have delivered one-to-one sessions. (Max. 500 characters)
- **Deadline: Rolling**
- Initial interviews will be held TBC. Final, in-person interviews are expected to be held on TBC.
- Start date is Sept 2022 or Nov 2022.

Please note: this role has limited scope for home working and cannot be done remotely.

Our Programme

Our pupil journey is outlined on the [programmes page of our website](#). As a Transition Manager your input will shape the experience throughout the pupil journey. You will directly support young people to achieve their full potential into adult life.