



Transition Manager

Salary:	£30,000 - £34,000
Hours:	Full-time with early Friday finish
Contract:	2-year term, with option for extension
Location:	Regular travel to schools and businesses (office is based at London Bridge)
Deadline:	5th September, 9am. Apply here
Interviews:	Held as applications come in, early application recommended
Start date:	28th November 2022 latest

The Future Frontiers programme

Future Frontiers is 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.

To achieve this, we run a two year programme (for year 10 and 11 students) working with lower attaining pupils from disadvantaged backgrounds. Transition Managers deliver both years of this programme, running our year 11 provision predominantly across autumn term and our year 10 provision across spring and summer. (For more details see the student journey on pages 20 and 21 of our strategy - on the website [here](#).)

Our year 10 provision matches students with a volunteer coach from our partner businesses for a 4 week career coaching programme, held at the business offices. Pupils reflect on their career interests and values and explore the wide range of careers available to them. During the year 11 provision, Transition Managers are based in schools and deliver 1:1 action planning meetings directly with pupils to offer them further support to select and apply for post-16 options. This means the role varies significantly across the year and you will need different skills depending on the term.

The Role

This programme delivery role would suit someone who thrives in a fast-paced organisation and is passionate about improving the life chances of disadvantaged young people. We are looking for someone who has direct experience of working with young people, coupled with great organisational skills and an ability to thrive under pressure. We will upskill you in our programme content, post-16 pathways and how to support young people to plan their next steps.

We are particularly interested to hear from candidates who have not been to university or who have lived experiences relatable to our young people.

Relationship management

You will work with a range of internal and external stakeholders at various levels of seniority, adapting your communication style to meet their needs. You will ensure our school partners, business partners and volunteers have an excellent experience throughout the programme. You will highlight their successes by leading virtual

business celebration events, creating impact reports and conducting debriefs with partners. Volunteer coaches are a significant factor in the quality of our year 10 programme. Therefore, part of this role is to train and motivate your volunteer coaches to a high standard so that the young people receive quality coaching from committed coaches. Internally, you will be working closely with the partnerships team, escalating programme successes and challenges.

Event management and facilitation

Across the spring and summer terms you will work closely with our business partners and volunteers to set up, coordinate and deliver ten Yr 10 programmes. Each programme consists of a volunteer coach training session, 4 business- based coaching sessions and 2 school- based group workshops. You will oversee all the administration and logistics as well as facilitating sessions on the day.

Supporting young people

In the autumn term, you will work with Yr 11 students on a 1:1 basis, exploring their career and education interests as well as what is important to them in relation to their immediate next steps. You will work with them to develop an action plan, which is also shared with the school and parents. You will assess each student to ensure those who need additional support are identified for a follow-up conversation. These students will also be high priority for support on results day. In spring and summer, you will facilitate the events where coaches guide students through our programme of careers exploration activities.

Administration and data management

We have a partnerships team who are responsible for recruiting schools, business and the volunteers from the business onto our programme. They will hand over the school and business cohorts to you for onboarding. You will need excellent organisation and time management skills to manage a busy inbox and make sure all contacts have completed the necessary paperwork and safeguarding checks (i.e. collating pupil data, coach DBS checks). Throughout the programme you will be responsible for inputting pupil monitoring data into our internal systems (training provided).

The programme and delivery cycle

- **Autumn term (Yr 11 delivery):** Monday - Thursday you will be in school spending 1 hour with each young person on the programme. On Fridays you will be at home or in the office, working on programme admin, having meetings and carrying out other duties of the role. You are in a different school each week, delivering up to 200 1:1 meetings across the whole term.
- **Spring and Summer terms (Yr 10 delivery):** Every half-term you will set up, coordinate and deliver 2-3 programmes. This will mostly be done at the offices of the businesses taking part in the programme. Each programme consists of 20 Yr 10 students. Each half term you will work with different cohorts of young people and business volunteers.
- **Training weeks:** within each term, time will be dedicated to training and upskilling.

Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Yr 11 delivery (school based)		Yr 10 delivery (school and business based)			
1:1s in 6 schools	1:1s in 4 schools & Preparation for Spring programmes	2 programmes & Follow ups for some 1:1s	2 programmes & Follow ups for some 1:1s	3 programmes	3 programmes

Standard hours for this role are 8:30am - 5:30pm but we do require flexibility from you because you will need to start earlier or finish later on some days. As this role requires working with young people during the school day in term time there is limited scope for home working. You need to be available to work on site at schools and businesses across London from 8:30am to 4:30pm, plus travel time. In addition, the majority of your holiday must be taken during school holidays. However, we aim to be flexible where we can. If you have any questions about this, please speak to us.

About you

Essential experience:

- **Experience of working with disadvantaged young people from a wide range of backgrounds:** you will need to show an understanding of the educational and career barriers faced by them.
- **Experience of working with *at least two* of the following multiple stakeholders and an understanding of the communication styles required:** volunteers, schools, teachers, business contacts of varying levels of seniority.
- **Experience delivering presentations to a range of audiences:** either in education or business settings.

Skills and competencies:

- **Passionate about overcoming educational disadvantage through careers education:** You are driven to improve opportunities for young people from disadvantaged backgrounds and demonstrate an understanding of the barriers they face and how careers education can play a role in overcoming those barriers.
- **Event logistics and facilitation: you will be organised and detail oriented when planning and delivering multiple events at the same time.** You can remain calm and confident under pressure whilst maintaining a positive and professional attitude. You are used to taking it in your stride when things don't go to plan and are quick to problem solve.
- **Time and resource management:** You can manage a varied workload and prioritise effectively whilst maintaining accuracy. You will be highly organised and able to process administration tasks at the same time as delivering (tasks include DBS checks, updating databases, tracking the onboarding journeys of partners).
- **Relationship management:** You are adept at building and maintaining positive working relationships across a broad range of stakeholders. You are empathetic, able to actively listen to understand others needs and you set clear expectations.
- **Outstanding written and verbal communication:** You are a clear and concise communicator, who is able to engage others whether that be 1:1 or leading a session. You will be able to inspire those around you by articulating with passion and conviction the impact of the Future Frontiers programme.

What we can offer you

- Generous annual leave of 27 days + bank holidays, increasing with service. Annual leave is restricted by term time programme delivery so must predominantly be taken during school holidays, with some scope for flexibility.
- Team building offsites and regular team socials throughout the year
- Generous parental pay and additional childcare leave for child's first 2 years
- Termly training and upskilling directly applicable to the role

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.

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. From the list of 5 skills and competencies given above, pick the 3 you feel are your strongest; give us an example of when you have demonstrated each of them. Use the STAR method. (Max. 2,500 characters)
 3. Factually and succinctly, please tell us how you meet the 3 essential experience criteria given above. (Max. 1,500 characters)
- **Deadline: 5th September, 9am**
- Initial interviews will be held as applications come in. We strongly recommend you apply early. Final, in-person interviews are expected to be on 20th September.