



Future Frontiers Partnerships Engagement Officer

Salary:	£28,860-£31,239
Hours:	Full time (37.5 hours per week)
Contract:	Permanent
Location:	Hybrid (minimum one day per week at London Bridge office)
Reports to:	Head of Partnerships
Deadline:	Monday 1 December, 5pm

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 every young person can unlock their potential regardless of their background or the barriers they might face. Our mission is to equip young people from low-income households to develop careers knowledge, employability skills, confidence and connections that will help them to broaden their horizons and prepare for fulfilling futures.

This year, we will work with c.2,500 young people across Greater London, delivering careers coaching, workplace experiences, insight and guidance in partnership with businesses, schools and supporters. You can find out more about our programme and impact so far in the Annual Impact Report on [our website](#).

About the role

The role of the Partnerships Engagement Officer is to work closely with our partners and colleagues across Future Frontiers to support the smooth delivery of our programmes and share stories and impact information through a variety of communications channels. This role is key to delivering our work and making a lasting difference for young people from under-resourced backgrounds on their education and career journeys.

The Partnerships Engagement Officer helps manage vital relationships with volunteers, schools and businesses, and acts as a first point of contact for onboarding queries. This role also helps to promote our partnership activities through producing and sharing marketing and communications content, such as LinkedIn posts and impact reports.

Your responsibilities

Set up and enable successful programmes

- On-board volunteer coaches, including processing DBS checks online and manually, and responding to queries from coaches
- Manage the volunteer onboarding journey, including making any improvements based on feedback
- Maintain accurate records, including creating and updating coach and pupil records on the Salesforce database
- Create impact reports for partners to illustrate the difference they have made and encourage partnership expansions and renewals
- Alongside the wider Partnerships team, support partners with their fundraising and employee engagement activities for Future Frontiers as needed

Stakeholder engagement, marketing and communications

- Manage the Future Frontiers LinkedIn account, including working with the Partnerships team to develop a proactive plan to fit with our calendar and priorities, and creating content as needed
- Use templates and brand guidelines to create materials and communications for Partnerships audiences which align with Future Frontiers' brand and convey core messaging
- Produce assets and materials in a range of formats to support priority projects and activities with partners

Wider contribution

- Contribute to department-, directorate- and organisation-wide projects and priorities through membership of project groups or taking on pieces of work in line with your skills, experience and development objectives
- Proactively identify and share opportunities to improve partners' experiences and/or internal processes; to help ensure continuous improvement of our work
- Act as an ambassador for Future Frontiers, our cause and values in all engagements and communications with partners, supporters and suppliers

About you

Experience and knowledge

- Experience of working with customers or clients and supporting the development of mutually beneficial relationships, ideally with businesses and/or schools (essential)
- Experience of producing compelling communications in different formats, ideally familiar with Canva, Salesforce and LinkedIn (essential)
- Experience of working in a team, taking ownership of areas of work and contributing to shared successes (essential)
- Knowledge of the UK education system (desirable)
- Understanding of the UK charity sector and relevant legislation and best practice, such as GDPR and the Code of Fundraising Practice (desirable)

Skills and competencies

- **Passion** for Future Frontiers' mission: you are motivated to play a role in empowering young people from low-income backgrounds to realise their potential.
- **Thorough and organised:** you have strong attention to detail, maintain accurate records and can manage multiple deadlines.
- Proactive **self-starter and problem-solver:** you take initiative and approach your work with a positive, can-do attitude.
- **Design and communication skills:** you can communicate messages in different formats, and have an eye for design.
- **Collaborative:** you work well with others and contribute to a supportive, team-oriented culture.
- **Growth-oriented:** you enjoy learning new skills and meeting new people, are keen to continue your personal and professional development and embrace opportunities to learn and grow.

What we can offer you

- Annual leave of 27 days plus bank holidays, increasing with service
- Flexible working with the option to work from home regularly (with at least one day a week in the office, and the flexibility to come in more often if you'd like)
- 4pm finish on Fridays
- Annual personal training and development budget of £300
- Employee Assistance Programme, including counselling offer
- Team building offsites and regular team socials throughout the year
- Additional parental leave pay and additional childcare leave for child's first 2 years
- There may also be an opportunity to take on a relevant apprenticeship to support your development

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 and programme participants 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 regarding diversity, we strongly encourage you to contact us via email. We'd love to hear from you. 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 complete [our application form](#) on our website, attaching your CV and answering the following questions:

1. Why do you want to work at Future Frontiers? What is it about our organisation that excites you? Strong answers will tell us why Future Frontiers appeals to you personally and why you are motivated to work for us. (Max. 1,500 characters)

2. Please tell us how you meet the essential criteria given in the job description under Experience & Knowledge. Strong answers will factually and succinctly demonstrate your relevant experience. (Max. 2,000 characters)

We recommend that you prepare your answers in a separate document, then copy and paste them into our form.

Deadline: Monday 1 December, 5pm

Start date: Mid-late January

Interview dates: First round interviews will take place virtually during the week commencing 8th December. Second round interviews will be held in person at our office near London Bridge during the week commencing 15th December.

The successful candidate will be required to undergo DBS and reference checks.