



## **Sector Role Model Template Emails for the Online Programme**

Please find some **templates** that you are welcome to use to contact Sector Role Models – feel free to change them so that they sound more like you, especially for family and friends but do be careful you include all the important information!

Phone calling is also a very quick and effective way of hearing back from contacts quickly.

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### **EMAIL TO EXISTING SECTOR ROLE MODELS ON Future Frontiers bank**

**SUBJECT:** Future Frontiers: your help as a Sector Role Model

Dear [X],

I work at [X] and I'm currently helping a young person to figure out what kind of job they may want to do when they're older through the Future Frontiers programme.

I understand you're a [JOB TITLE] and have kindly agreed to be one of our Sector Role Models. The pupil I'm currently coaching, [PUPIL'S FIRST NAME ONLY], has identified [CAREER] as one of [his/her] top career choices.

[PUPIL'S FIRST NAME ONLY] has prepared some questions about the job/route in and it would be extremely helpful if you could take some time to provide some responses to them in conversation with us.

Our final session is [DATE] and [TIMES]. It is recommended that you join within the first half of the session after the first 15 minutes, so I can prep with my pupil. Let me know what time suits you after [TIME] for 20 minutes.

If you're not able to help us on this occasion, would you be able to recommend a colleague who'd be willing to step in? It's a one-off commitment and there's no obligation of further involvement. This interaction really brings a career to life for the disadvantaged teenagers we work with so it would be fantastic if you could help out.

If you no longer wish to be contacted about being a Sector Role Model with Future Frontiers, please let me know and I can ask Future Frontiers to delete your contact details.

Best wishes,

**Send if SRM is keen but cannot do the time and you have no other options:**

As you are not available for the specific time, would you be happy to send over written answers to my pupil's questions and any other information or advice you would like to give them? I can then talk through the information with my pupil in our Session. Please send these before this [date].

### **EMAIL TO POTENTIAL SECTOR ROLE MODEL WHO ISN'T IN THE BANK**

**SUBJECT:** Help a young person get into the world of work, simply by explaining your job to a disadvantaged pupil

Dear [X],

I'm a volunteer coach for a charity called Future Frontiers, which provides one-to-one careers coaching for young people from disadvantaged backgrounds. I'm spending a couple of hours a week working with [PUPIL'S FIRST NAME ONLY], a [X]-year old from a school in [BOROUGH].

As part of the programme, I'm collating information from professionals in [X]'s top two career choices. One of these is [CAREER] and as such, I thought that you would be able to offer some valuable information to [INSERT PUPIL'S FIRST NAME].

[PUPIL'S FIRST NAME ONLY] has prepared some questions about the job/route in and it would be extremely helpful if you could take some time to provide some responses to them in conversation with us.

Our final session is [DATE] and [TIMES]. It is recommended that you join within the first half of the session after the first 15 minutes, so I can prep with my pupil. Let me know what time suits you after [TIME] for 20 minutes.

If this isn't going to be possible for you, would you be able to recommend a colleague who might be interested? It's a one-off, commitment and there's no obligation of further involvement. It really helps to bring a career to life for the young people we work with, who often don't have the connections to get to hear first-hand accounts from professionals in their industry of choice.

Best wishes,

**Send if SRM is keen but cannot do the time and you have no other options:**

As you are not available for the specific time, would you be happy to send over written answers to my pupil's questions and any other information or advice you would like to give them? I can then talk through the information with my pupil in our Session. Please send these before this [date].

## **FOLLOW-UP EMAIL TO CONFIRM CALL BEFORE SESSION**

**SUBJECT:** Answering questions for a young person

Dear [X],

Thank you for agreeing to help out [PUPIL'S FIRST NAME ONLY] by providing information about your career experiences as a [JOB TITLE].

The URL to join the session is:

Please join at [time]. Let me know if you have any problems joining the session.

Please see some top tips and more information [here](#).

Perhaps you could think about some of the following topics:

- A typical day in your job
- The things about your job you like most and least
- Different access routes, e.g. apprenticeships/degrees
- Other jobs in the same area of work
- How the remuneration compares with other jobs you considered (pupils are usually interested in this, but feel free to sidestep if you're not comfortable discussing it).

I really appreciate you helping us out so thanks again.

Best wishes,

## **FOLLOW-UP EMAIL AFTER CALL**

**SUBJECT:** Thank you!

Dear [X],

I just wanted to take the opportunity to thank you for taking time out of your day to help out {INSERT PUPIL'S FIRST NAME} with [his/her] career journey. Getting the chance to hear from someone who knows the realities of what a career in {INSERT INDUSTRY} looks like has been an eye-opening opportunity for [him/her]— you really made a difference!

Thank you again for your time and effort!

Best wishes,



## Sector Role Models Template Social Media Posts

Please find some ideas for social media posts that you are welcome to use and adapt to find potential Sector Role Models using your online networks.

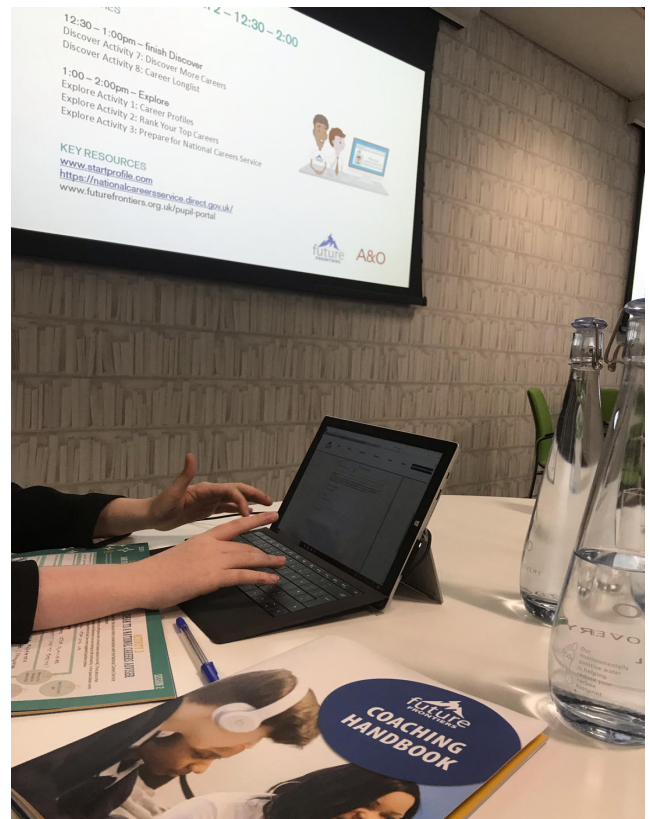


1. Anyone know a **{INSERT JOB ROLE}** who'd be willing to speak with a motivated **{insert age}**-year-old about a career in the field? You'd be helping change their life! [#jobs](#) [#careercoaching](#) [@FFaspirations](#)

2. Hi everyone! I'm a [Future Frontiers](#) coach for a **{insert age}**-year-old at a school in London and need a bit of help. The idea is to raise aspirations for young people from low economic backgrounds by encouraging them to consider jobs they might never have thought about. Part of the programme involves speaking to someone who has experience in the pupil's dream role or industry, which is a really exciting opportunity for them (and for me if I am honest!).

So, I'm currently looking for someone who works in **{INSERT INDUSTRY}** who could provide some information about your everyday work life.

Can you help? We would be so grateful for your time.



3. Half way through the @FFaspirations coaching programme and I'm looking for people working in {INSERT INDUSTRY} for the {insert age} year old I'm working with. If you know anyone, please get in touch!
4. Does anyone out there happen to know a friendly {INSERT JOB ROLE}? One who'd be prepared to do provide some As to the Qs of an ambitious young student? Please get in touch with any ideas, these Sector Role Model calls are hugely important.



**Did you know?**  
Students who  
experience **four or  
more activities** that  
involved employer  
contact at school  
are **5x less likely to  
be NEET.**