



## Sector Role Model Template Emails for the Online Programme

Feel free to use/adapt the below templates to support you in reaching out to, and communicating with, Sector Role Models (SRMs).

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### Generic Mass Email to professionals listed on the SRM Database

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

Good morning/afternoon,

I work at [X] and I'm currently supporting a young person to explore their career options as part of the [Future Frontiers programme](#).

I understand you are a [JOB TITLE]/you work in [INDUSTRY] and have kindly agreed to be listed on Future Frontiers' Sector Role Model database. The pupil I'm currently coaching, [PUPIL'S FIRST NAME ONLY], has identified [CAREER] as one of their top career choices.

[PUPIL'S FIRST NAME ONLY] has prepared some questions about working in [CAREER] and it would be extremely helpful if you would be available to answer these, ideally on a 20 minute video call with [PUPIL'S FIRST NAME ONLY] and me.

This 20 minute call needs to take place during our final session which is on [DATE], with the ideal timings between [TIMES].

**Request:**

Please let me know if you are available to have this conversation and which time suits you best.

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? This interaction really brings a career to life for the disadvantaged young people 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,

[YOUR NAME]

**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 OR video recorded 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 let me know if you would be happy for your written or recorded answers to be kept on file to be shared with future pupils keen to learn more about your career. If you are happy for us to keep your advice, please avoid personalising the information by using the student's name. The deadline by which I need this is [DATE].

**Generic Mass Email to professionals not listed on the SRM Database**

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

Good morning/afternoon,

I'm a volunteer coach for a charity called [Future Frontiers](#), which provides one-to-one careers coaching for young people from disadvantaged backgrounds. Currently, I'm

supporting [PUPIL'S FIRST NAME ONLY], a Year 10 student, to explore their career options and they are really interested in working as a [CAREER]/working in [INDUSTRY].

[PUPIL'S FIRST NAME ONLY] has prepared some questions about working in [CAREER/INDUSTRY] and it would be extremely helpful if you would be available to answer these, ideally on a 20 minute video call with [PUPIL'S FIRST NAME ONLY] and me.

This 20 minute call needs to take place during our final session which is on [DATE], with the ideal timings between [TIMES]. **Please let me know if you are available and which time suits you best.**

If you agree, your email and name will be shared with Future Frontiers for safeguarding and communication purposes. Future Frontiers will contact you one time after the programme about signing up to our Sector Role Model database (professionals willing to speak to students about their careers). You can sign up now by following this [link](#). Future Frontiers will then delete your data no more than 6 weeks after the programme has finished.

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 young people we work with so it would be fantastic if you could help out.

Best wishes,

[YOUR NAME]

**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 OR video recorded 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 let me know if you would be happy for your written or recorded answers to be kept on file to be shared with future pupils keen to learn more about your career. If you are happy for us to keep your advice, please avoid personalising the information by using the student's name. The deadline by which I need this is [DATE].

## Email to SRM listed on the Future Frontiers Database

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

Dear [X],

I work at [X] and I'm currently supporting a young person to explore their career options as part of the [Future Frontiers programme](#).

I understand you're a [JOB TITLE] and have kindly agreed to be listed on Future Frontiers' Sector Role Model database. The pupil I'm currently coaching, [PUPIL'S FIRST NAME ONLY], has identified [CAREER] as one of their top career choices.

[PUPIL'S FIRST NAME ONLY] has prepared some questions about working in [CAREER] and it would be extremely helpful if you would be available to answer these, ideally on a 20 minute video call with [PUPIL'S FIRST NAME ONLY] and me.

This 20 minute call needs to take place during our final session which is on [DATE], with the ideal timings between [TIMES].

### **Request:**

Please let me know if you are available to have this conversation and which time suits you best.

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? This interaction really brings a career to life for the disadvantaged young people 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,

[YOUR NAME]

**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 OR video recorded 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 let me know if you would be happy for your written or recorded answers to be kept on file to be shared with future pupils keen to learn more about your career. If you are happy for us to keep your advice, please avoid personalising the information by using the student's name. The deadline by which I need this is [DATE].

**Email to SRM not listed on the Future Frontiers Database**

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

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. Currently, I'm supporting [PUPIL'S FIRST NAME ONLY], a Year 10 student, to explore their career options and they are really interested in [CAREER].

[PUPIL'S FIRST NAME ONLY] has prepared some questions about working in [CAREER] and it would be extremely helpful if you would be available to answer these, ideally on a 20 minute video call with [PUPIL'S FIRST NAME ONLY] and me.

This 20 minute call needs to take place during our final session which is on [DATE], with the ideal timings between [TIMES]. **Please let me know if you are available and which time suits you best.**

If you agree, your email and name will be shared with Future Frontiers for safeguarding and communication purposes. Future Frontiers will contact you one time after the programme about signing up to our Sector Role Model database (professionals willing to speak to students about their careers). You can sign up now by following this [link](#). Future Frontiers will then delete your data no more than 6 weeks after the programme has finished.

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 young people we work with so it would be fantastic if you could help out.

Best wishes,

[YOUR NAME]

**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 OR video recorded 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 let me know if you would be happy for your written or recorded answers to be kept on file to be shared with future pupils keen to learn more about your career. If you are happy for us to keep your advice, please avoid personalising the information by using the student's name. The deadline by which I need this is [DATE].

### Email to confirm call

**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: [Add link here]

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

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

Questions you can expect below: [If you think it might come up, please include: You might be asked about your salary. If you are not comfortable answering this directly, we recommend giving the student an idea of what a starting salary might be and what someone with a lot of experience might receive as a salary in your job and sector].

1. How did you decide that this job was right for you?
2. What are the best things about your job?
3. What are the most challenging things about your job?
4. What pathway did you take to reach your job?
5. What did you study at school?
6. Did you go to university and was that important for getting this job?
7. What does a typical workday look like?
8. What hurdles did you face in reaching this job and how did you overcome them?

I really appreciate you helping us out so thanks again.

Best wishes,

[YOUR NAME]

### Follow up email after the 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 their career journey. Getting the chance to hear from someone with real life experience of [CAREER] has been an eye-opening opportunity for them - you really made a difference!

Future Frontiers will be in touch with you to ask whether you would like to sign up to their database of SRMs. You can read more about what this entails [here](#) and you can sign up [here](#).

Thank you again for your time and effort!

Best wishes,

[YOUR NAME]

**Email if SRM is no longer needed**

Dear [X],

Thank you so much for coming back to me and for your willingness to speak to [INSERT PUPIL'S FIRST NAME] about your career.

Someone else has actually just agreed to speak to [INSERT PUPIL'S FIRST NAME] so we won't need to go ahead with the conversation as planned.

If for any reason there is a last minute change, might you still be available at [TIME] on [DATE] to step in?

(If already on the database) Thank you so much for being on our database and I am sure another opportunity will come up soon!

(If not already on the database) Please also sign up to our bank of professionals for more opportunities like this in the future. You can see more information of what this involves [here](#) and you can sign up [here](#).

Best wishes,

[YOUR NAME]