



Do you want to have an impact on the lives of young people in the UK?

Schools Liaison Assistant – duration: 6 months fixed term contract £18k per annum

The aim is very simple of Inspiring the Future - to get people to volunteer to spend at least an hour per year visiting a school and talking to young people about their job - typically by attending a careers fair with other volunteers.

Background:

On the 2nd July 2012 the charity the Education and Employers Taskforce launched *Inspiring the Future*.

To mark the launch scores of leading employers took part in a careers networking event at a school in Tower Hamlets. Speakers included: Deputy Prime Minister Nick Clegg; Sir Roger Carr, President of the CBI and Chairman of Centrica; Brian Lightman, General Secretary of the Association of School and College Leaders and actor Joanna Lumley. The school pupils had the chance to talk to around 100 different leading employers face-to-face. The launch received extensive media coverage including ITV news and the BBC – see www.educationandemployers.org

The launch resulted in very strong demand from schools - over 3,700 teachers from 2,300 schools have already signed up. Employer interest is also strong and registrations are progressing well, with nearly 10,000 volunteers signed up. What is needed is an enthusiastic Schools Liaison Assistant who can make direct contact with school teachers to encourage them to register to use Inspiring the Future in schools and colleges across the country.

Job overview:

The role will include extensive communication, including telephone work, one-to-one presentations and speaking to larger groups. The successful candidate will need to be a strong and persuasive public speaker. The role is a fantastic opportunity to have an immediate and measurable impact on a programme of national profile, rapidly developing extensive contacts across the world of employment.

Reporting to the Schools Liaison Manager and working in close association with the Director - Inspiring the Future and the Inspiring the Future team; the Schools Liaison Assistant is responsible for working closely with school teachers and careers advisors, helping them to utilise the digital system to invite signed up volunteers to attend a schools events to offer career and education insights.



Job Title:	Schools Liaison Assistant – Inspiring the Future
Reports to:	Schools Liaison Manager
Location:	2 nd Floor, 246 High Holborn, London WC1V 1DB
Purpose:	The Schools Liaison Assistant is responsible for working closely with school teachers and careers advisors, helping them to utilise the digital system to invite signed up volunteers to attend a schools events to offer career and education insights.
Remuneration:	£18k per annum
Additional Terms:	30 days paid holiday, exclusive of Statutory Holidays pro rata
Appointment Terms:	Full Time temporary appointment of 6 months duration with a possibility of extension to 12 months

Inspiring the Future www.inspiringthefuture.org is administered by the charity the Education and Employers Taskforce a small, independent charity based in Holborn. The Taskforce was established in 2009 and is led by senior representatives of the employer/workforce communities (e.g., CBI, TUC, CIPD, FSB, BCC), in tight partnership with leading representative bodies from the worlds of education (the teaching unions: NUT, NASUWT, NAHT, ASCL, ATL, AoC), employment and Government.

Inspiring the Future is a completely free employee volunteering in education initiative launched nationally in July 2012. It aims to broaden the employer/education interface with careers guidance, work experience, mentoring, school governorship and other programmes

Job description

The Taskforce now seeks to appoint an energetic and hands-on Schools Liaison Assistant to build upon considerable initial impetus to drive progress towards these ambitious targets. The Schools Liaison Assistant will be based in the Taskforce's Holborn office in London.

Specifically, the Taskforce seeks someone to make direct contact with state schools and colleges to encourage them to register and use *Inspiring the Future* to run careers events in their local secondary schools and colleges.

The Taskforce is a small charity working at a rapid pace to bring about change and the ideal candidate will be able to absorb key information quickly, work well with a small team in a dynamic working environment. There is every prospect of *Inspiring the Future* becoming one of the innovation success stories of British education, and this an excellent opportunity to become associated with that success.

Key Accountabilities

Data audit:

1. Assisting with maintaining up to date records for all contacts with schools, and carrying out related data audit tasks

Assisting with driving up ITF school engagement

1. Contacting schools which have registered for ITF via email and phone to encourage use of system
2. Occasional face to face meetings with schools directly to help them use ITF
3. Attending occasional school career events to assist with technical media support for case studies and to undertake brand ambassadorial activities events
4. Assisting schools with registering for ITF and dealing with general enquiries from teachers about the programme

Other

- Other ad hoc tasks as and when needed

Person specification

Skills/ Knowledge/ Expertise

Essential

- Experience in successful relationship management – ability to engage confidently and sensitively with schools and at a range of levels of seniority up to and including head teacher level
- Strong organisational skills
- An articulate and confident communicator who is influential, and effective in presenting a concept
- Good level of education, demonstrating capability in producing written content to a high quality. Comfort and confidence in working with data.
- Good working knowledge and practical application of Microsoft office tools

Desirable

- A passion for realising a closer integration of and collaborative working between education and employment sectors
- Experience of working in a small team

Personal Attributes

- Influencer - demonstrates personal 'presence' and gains the confidence of others through temperament, capability and calibre
- Demonstrates sensitivity and possesses the ability to manage effectively the organisational tensions that necessarily co-exist between stakeholders and partnerships
- Team Player: working collaboratively and flexibly to achieve outcomes

Application

The closing date for applications is 5pm on Thursday 23rd January and only successful candidates will be notified no later than Tuesday 28th January that they have been shortlisted.

Interviews will take place in the first week of Friday 7th February at the Taskforce's offices in Holborn, London.

Please send a CV and Covering Letter setting out your interest in and suitability for the role to jobs@educationandemployers.org