
Contract Type:	Fixed Term until December 2019
Hours:	37.5
Location:	London
DBS:	None
Level:	2
Salary:	£24765 plus roles based in London will receive £3000 London Weighting Allowance

Work Experience Lead

Purpose of the team:

The purpose of the Stewardship and Fundraising Events Team is to support Teach First's fundraising department to deliver best in class stewardship, so we retain and secure high value donations. We take a holistic view of our supporters and use stewardship strategies to maximise the impact of our partnerships. In 2017/18 we reached over 6000 young people and involved over 150 schools across the country. We worked with over 500 volunteers who made an invaluable contribution to our work and we raised £500,000 for our work. The enrichment opportunities we deliver were well received by teachers and volunteers; 100% of those surveyed said they would volunteer with us again

One of the three elements of the team's work is to design and deliver high-quality opportunities for our supporters and pupils. The aim of these opportunities is for donors to work directly with pupils and schools and for pupils and schools to benefit from the knowledge, skills and expertise of our donors. Work experience forms a critical part of the portfolio as research shows that 41% of wealthier pupils take part in relevant work experience compared to only 23% of students from lower income backgrounds. Teach First has developed a work experience programme in partnership with the [AKO Foundation](#) with the aim of tackling this problem.

"This work experience really made me think about my future and how it sometimes seems that there is a limited amount of opportunities available, when in reality there is many more, we are just not aware of them."

- work experience pupil

Purpose of the role:

Playing a critical role in the organisation, the Work Experience Lead will be responsible for all aspects of the work experience programme. The programme was piloted last year with 25 pupils. Feedback from pupils and businesses has been extremely strong (100% of pupils felt that they had enhanced their CVs and practiced skills that would help them in their careers) which has led to it being rolled out more broadly.

This year we have an ambitious target scaling the programme up to 75 placements in the 2018-19 academic year and working across the country to secure meaningful work experience opportunities for the pupils we serve. This is an ambitious target and one that requires creative and pro-active leadership to achieve.

Working with internal and external stakeholders, you will secure work experience opportunities with employers, helping them to design an engaging and exciting week of activities for young people. You will work with colleagues in the SFE Team to source pupils for those placements. You will be responsible for liaising with colleagues at AKO, managing the day to day delivery of the programme and all aspects of monitoring, evaluation and reporting.

At this level you will:

1. **Impact:** Work with internal and external stakeholders to design and oversee the implementation and evaluation of the work experience programme.

2. **Communication:** Champion the importance of quality work placements for pupils, secure them and match them to pupils.
3. **Communication:** Manage the monitoring and evaluation of the programme, including all associated reporting.
4. **Innovation:** Identify improvements to the work experience programme bringing in best practise from the wider market.
5. **Innovation:** Source high quality work experience placements from a variety of businesses across the UK.
6. **Knowledge:** The successful candidate will have an interest in and understanding of work experience programmes, what barriers pupils and employers face when setting up work experience and how to support them overcome those barriers.

Your responsibilities will include:

- Design and delivery of the work experience programme.
- End to end implementation of work experience at Teach First including;
 - Working with account managers to identify work experience opportunities with their existing donors and prospects
 - Once identified working with businesses to set up the work placements so they are legally compliant, engaging and impactful.
 - Working with the SFE team and Teach First schools to identify the most suitable pupils for those work experience placements.
 - Supporting the pupils through the work experience programme so they are prepared for them and able to make the most of the opportunity.
- Managing the evaluation and reporting of the programme, working with the account manager to ensure improvements are implemented for following years.
- Support the head of team to ensure work experience activity is aligned to the effective stewardship of our supporters.
- As a key member of the Stewardship and Fundraising Events Team contribute to the team and wider Department, building a culture of support, high performance and excellence.

The critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need. As part of the role you may be required to travel to other UK locations from time to time. You will also be required to attend away days/retreats and the annual "Offsite" event which is mandatory for all employees.

Person Specification

Essential skills and experience:

Project Management:

- Proven track record of competently managing and monitoring the implementation of multiple project plans and handling obstacles effectively.

Programme Design:

- Leads on the design of new pupil-facing content or on the improvement of established programmes for young people.
- Uses quality assurance and evaluation data to evaluate the effectiveness of content and makes recommendations accordingly.

Customer Service:

- Cultivates a customer-centric culture where the customer experience is considered of paramount importance. Defines the key drivers of excellent customer service and coaches others to implement in their day-to-day activities.

Improving and Innovating:

- Develops and implements innovative solutions to problems to drive value and increase impact.

Desirable skills and experience:

- Championing Teach First:

- Positive and proactive in spreading the brand messages to engage others in Teach First's work.
- **Knowing the Market:**
 - Regularly scans the external environment and incorporates findings into decision making.

All our employees are expected to model our values and help others to do so.

Benefits

Teach First's core benefits include 27 days holiday per annum (3 of which must be taken during the one week holiday shutdown period between Christmas Day and New Year's Day), participation in the pension scheme via Salary Exchange (with an employer contribution of up to 6%), life assurance, income protection and private healthcare. Through our flexible benefits platform access to childcare vouchers, interest free travel season ticket loan, subsidised dental membership, health screening, discounted gym membership, travel insurance, GAYE and the option to buy/sell annual

How to apply

To apply for a vacancy at Teach First you are required to complete an online application form. Please have your CV and covering letter ready to upload. If you are an internal candidate, please apply via your HR Self Service menu after informing your line manager of your interest.

Next steps

We aim to provide feedback to all applications within 10 working days from the closing date. For this role first round interviews are likely to take place on 9th and 10th January with second round interviews on the 17th January.