

Founders4Schools

[Founders4Schools](#) is an award winning edtech charity that connects children and young people with inspirational role models to raise their aspirations, to fulfil their potential and to prepare them for the rapidly changing world of work.

We have facilitated over 1.4 million Student-Employer-Encounters, supported and inspired over 460,000 individual students and have delivered events in over 60% of the local authorities in England and Scotland.

You want to work at Founders4Schools because you want to ensure young people can connect what they are learning in school to the real world and they understand what skills employers are looking for and the opportunities open to them. You believe there must be a better way to help young people get excited about their future - and help them enjoy and fulfill productive lives.

You believe that schools can use technology to change what they do from the inside out. You have exciting ideas to bring to the table to help us see things differently and do better.

You will be able to bring strong communication skills to the role, be a self starter and confident to work in a remote environment. Most importantly, you must be willing to learn in a fast-paced environment. Our vibrant and passionate team will support your role as you work closely with them to help them deliver their projects. You will be given a mentor as well as assigned 'work buddies' to act as a sounding board.

Key responsibilities:

You will work with the Scottish Engagement Managers to support them in the day to day delivery of all the F4S current and future programmes in Scotland. Activities include:

- Setting up and provide online event admin support i.e. meeting invitations, Zoom/MSTeams links etc
- Supporting delivery of in-person events which will include sourcing venues and ensuring appropriate facilities, logistics, catering are in place as required
- Liaising with platform users and event attendees on feedback
- Providing customer support to platform users based in Scotland
- Updating CRM system for Scottish projects (Salesforce)
- Producing standard programme reporting through CRM and the F4S Platform

- Working with Engagement Managers and other team members to identify, target and gain initial engagement of young people, educators, volunteers and project partners
- Supporting Scotland focused marketing activities i.e updating website content
- Following company rules & process i.e. timesheets, GDPR regulations etc
- Actively identifying opportunities for learning and take part in any training provided

Requirements

- Some experience in a customer-facing role, preferably with a background in administration
- Strong communication, numeracy and organisation skills
- Strong interpersonal skills to engage with diverse stakeholder groups
- A problem solver with a proactive and flexible approach, ability to prioritise and meet deadlines
- A strong team player who is open to collaborative approaches to working
- A driven, self-starter who has first rate organisational skills and attention to detail
- Willingness to work remotely for a goal-driven organisation
- Ability to prioritise and work under pressure to meet deadlines and targets
- Willingness to learn and become proficient in various technology platforms (G Suite, Microsoft Teams, social media platforms, Salesforce etc)

Desired, Not Essential

- Experience in working in the charity, education or third sector or sales
- Experience with social media platforms and technology
- Understanding of youth markets
- Previous experience of the Salesforce CRM system

Job Details

Home Based - F4S currently works remotely - with occasional travel within Scotland and England required

40 hours per week between core hours of 8:30-5:30

Expected start date: September 2021

Job Type: 6 month contract with a potential extension (funding dependent), full-time

Salary: £18,000-20,000 (pro rata) depending on experience

Benefits

- This would be an ideal opportunity for a someone at the start of their career journey
- Practical experience of administration, engagement and marketing activities
- Mentoring, and training opportunities with Senior Management
- Opportunity to gain experience working for a technology-focused charity with strong values
- Access to company pension and benefits schemes