



Job description for the role of Regional Engagement Manager

Founders4Schools (F4S) is a pioneering educational-tech charity working to connect children and young people with inspirational role models to improve their aspirations, fulfil their potential and prepare them for the rapidly changing world of work.

We have created a simple, free-to-use digital platform which enables educators across the UK to connect with business leaders and professionals in their local community. In as little as four minutes, educators can organise a programme of student employer encounters for their students, which helps to expand young people's horizons and put them on the path to a brighter future.

To date, we have helped over 489,000 young people gain experience of the world of work by facilitating nearly 1.5 million student employer encounters through our digital platform.

Role:

The salary for the post is between £27,000 - £30,000 depending on experience

Hours- 40 hours

(Part time role possible for the right candidate)

Location:

Home-based

Reporting:

The post-holder will report to Head of Projects and Business Analyst

Job Purpose

We are looking for a candidate who has an excellent track record of developing and maintaining relationships on a variety of levels, showing dedication in prior roles and who is hungry for success and the challenges that accompany achieving success.

You will be the key point of contact for our teachers and business leaders. One of your key contributions will be to build relationships with schools and business leaders to ensure the highest penetration of our services. You will also interact with our local partners who range from Government bodies to local Corporates and Associations and not-for-profit organisations. You will be responsible to deliver some of our core projects ensuring that KPIs are delivered within

given timelines. This is a hands-on role where you will be expected to own the day-to-day communication with these partners. You will also be our local platform power user to train teachers and other users on using our tools.

Responsibilities

Partnership Management:

- Manage and develop the assigned partners to ensure a continuous flow of new registrations from both business leaders and teachers.
- Maintain and increase the flow of business leaders for each region on the platform.
- Coordinate national and regional partnership activities to improve engagement of our services.
- Plan, manage and deliver core projects granted by some of our funders

Events & Schools Management:

- Work closely with schools to support with training and help enrol new teachers and keep active users engaged.
- Identify, develop, design and deliver other F4S opportunities as appropriate.
- Liaise with teachers who use our platform to coordinate events and ensure a smooth running of the events.
- Address customer service issues, as appropriate, and coordinate with the team.
- Become a power user of our platform and its reporting tools to generate and analyse the KPI used to track the engagement and vitality of the community.

Communications and Marketing:

- Coordinate communications to educator and partner organisations.
- Support social media and newsletter communications.
- Support the Marketing Initiatives defined by F4S to keep the partner, schools and business leader community engaged and growing.

Product Development Support:

- Discover and communicate issues from the 'live' product to the development team.
- To participate in the user experience testing

Volunteers:

- Coordinate and support the ongoing success of our cohort of volunteers and support the onboarding and recruitment of new volunteers.

Prerequisites:

- Experience in one or more of the third sector, business or education sector.
- Strong communicator with networking skills, ability to manage multiple relationships with stakeholders.
- You will be a natural people person – outstanding written and verbal communication skills are a must.
- You will be a highly motivated and enthusiastic self-starter, who will thrive in a fast-paced and constantly evolving environment.
- You will be a good problem solver who loves a challenge.
- You will have strong organisational skills with the ability to multitask.
- You will have experience in managing projects from start to finish including necessary reporting
- You must be proficient in MS Office, G Suite and digitally literate, with a willingness to quickly adapt to using different digital tools.
- Ability to build trust & relationships via digital communication.

In submitting an application to jobs@founders4schools.org.uk, you should include: A comprehensive Curriculum Vitae giving details of relevant achievements in recent posts; and a brief covering letter that summarizes your interest in this post.

Please provide evidence of your ability to meet the criteria outlined above.

The closing date for applications is 7th January 2022.