



## Transition Manager

<b>Salary:</b>	£30,000 - £34,000
<b>Hours:</b>	Full-time with early Friday finish
<b>Contract:</b>	2-year fixed term, with option for extension
<b>Location:</b>	London Bridge office, with regular travel to schools and businesses
<b>Deadline:</b>	<b>21st February 2022 at 9am</b>
<b>Start date:</b>	4 <sup>th</sup> April 2022, and future start dates

### About Future Frontiers

In the UK, family income is the strongest predictor of how well a young person will do at school and the future opportunities they will have. **Future Frontiers exists to change this.**

We are an award-winning education charity with an innovative approach to tackling educational inequality in the UK. By partnering with schools and forward-thinking businesses, we provide young people with an intensive programme of face-to-face career coaching and opportunities to engage with relevant sector role models in the lead up to the major crossroads in their education aged 16. We work in pursuit of life-changing impact for the young people we serve. You can read more about our impact to date in our Annual Impact Reports on our website.

We have recently established an ambitious 5-year strategy which sets how we will achieve our strategic vision statement - between 2021 and 2026, Future Frontiers will design, develop and rigorously evaluate an enhanced two-year programme that achieves meaningful long-term impact at the post-16 transition, transforming the life-chances of disadvantaged young people. During this period we will support over 16,000 disadvantaged young people.

### Why we need you

Future Frontiers is an innovative, dynamic and ambitious organisation that has developed a high impact coaching programme for pupils from disadvantaged backgrounds.

As part of our commitment to achieving transformational impact for young people we are currently piloting new provision which includes one-to-one guidance and results day support, in addition to the coaching sessions. We are looking to strengthen our team with individuals who have experience in providing personalised support to help young people achieve their career goals.

**Candidates who have lived experiences relatable to our young people are strongly encouraged to apply.**

## Your responsibilities

### Programme delivery

You will lead a portfolio of programmes across the UK (predominantly in London) and deliver all stages of the programme for young people. This will include onboarding pupils, delivering assemblies, preparing coaches, conducting DBS checks, leading coaching sessions and monitoring programme feedback. We currently deliver some programmes online while we are transitioning back to full face to face delivery over the next academic year.

### Training coaches

You will be trained to deliver high quality training sessions for each cohort of volunteer coaches in your portfolio of programmes. You will be supported to develop your skills in group training and public speaking.

### Managing school and business relationships

You will build and maintain long standing relationships with the designated lead at each school and business partner in your cohort. You will work with them at the planning, delivery and feedback stages of each programme.

### Transitions Support

You will be working with young people in years 10 and 11 to enable them to make positive post-16 transitions. This will include leading group sessions, providing one-to-one transition support, building positive partnerships with parents and other relevant stakeholders, and leading GCSE results day and enrollment support.

### Programme Monitoring

You will be responsible for collecting feedback and key data from your coaches, students and schools. You will work with the programmes team to identify trends in programmatic success and develop interventions that continually improve each programme.

## About You

This experience is essential:

- Experience of working with young people from a wide range of backgrounds, including the educational and career barriers faced by those who have experienced disadvantage.
- Experience in delivering one-to-one and group work to young people; supporting and motivating them to successfully achieve positive outcomes.

You will thrive in this role if you can demonstrate these skills and competencies:

- Passionate about education and improving opportunities for young people from disadvantaged backgrounds.
- Adept at quickly establishing supportive, relationships with young people as well as their parents and teachers.
- Highly organised with excellent project management skills; you can manage a varied workload and prioritise effectively whilst maintaining accuracy.
- Outstanding written and verbal communication; you inspire those around you by articulating with passion and conviction the impact of the Future Frontiers programme.
- A confident and independent problem solver; you can remain calm under pressure whilst maintaining a positive and professional attitude.
- Resilient attitude; you are used to taking it in your stride when things go wrong, and remain optimistic.
- Knowledge of safeguarding practices and policies.

## Equal Opportunities, Diversity and Inclusion

Here at Future Frontiers we are dedicated to the practice of equal opportunities. The principles of it underpin our mission and we treat all employees, volunteers, clients and students as individuals. We believe in having an open and inclusive culture that champions diversity in all its forms, including disability, culture, race, gender, sexual orientation, age, life experiences, socio-economic background, and religion.

We encourage everyone to apply for our roles. If you would like to talk to us about working at Future Frontiers in advance of your application, particularly in regards to diversity, we strongly encourage you to contact us via email and we will arrange a call. We'd love to hear from you.

**To improve the diversity of the programmes team we are particularly interested to hear from candidates who have not been to university or who have lived experiences relatable to our young people.**

## How to Apply

- To apply, please [fill out our application form](#) by answering these questions and attaching your CV.
  1. Tell us why you want to work at Future Frontiers. What is it about us that excites you? (Max. 1,500 characters)
  2. With direct reference to the competencies in the job description, please tell us the three main reasons why you would make an excellent Transition Manager. (Max. 2,500 characters)
  3. Factually and succinctly, please describe your experience of working with young people. You should include detail on:
    1. The backgrounds of the young people, including any disadvantage they had.
    2. When you have delivered one-to-one sessions.(Max. 500 characters)
- **Deadline: 21<sup>st</sup> February 2022 at 9am**
- Initial interviews will be held 22<sup>nd</sup> and 23<sup>rd</sup> February. Final, in-person interviews are expected to be held on 1<sup>st</sup> March.
- Start date is expected to be 4<sup>th</sup> April 2022. We will have additional start dates later in the year. Please apply now regardless of your preferred start date.

We reserve the right to interview applicants on a rolling basis and to close the job before the deadline. Early applications are encouraged.

## Our Programme

As a Transition Manager you will be at the forefront of delivering the pupil journey outlined below. Your input will shape the experience throughout the pupil journey, supporting young people to achieve their full potential into adult life.

# PUPIL JOURNEY

