



Future Frontiers Programme Manager

- Salary:** £26,000 - £28,000 per annum, depending on experience
Hours: Full time, 9am-6pm, with early Friday finish
Contract: Fixed term, renewed on annual basis. Expected minimum term of 2 years
Location: London Bridge with travel to school and business sites
Start date: 4th January 2022, or earlier if possible
Reports to: Head of Programme Delivery

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 [here](#).

Why we need you

As a Programme Manager you will be on the ground delivering our programmes across our partner schools. You will be working directly with schools and businesses, providing that crucial link between coaches and students and facilitating life-changing conversations. We are looking for an organiser, problem-solver and relationship-builder to join our growing team and contribute to our evolving programme as we focus on delivering lasting impact for our disadvantaged young people. The successful candidate will be energetic, ambitious and resilient, and will aspire to build Future Frontiers into a leading national programme across the UK.

Candidates who have not been to university or who have lived experiences relatable to our young people are strongly encouraged to apply.

Your responsibilities

You will be working directly with students and business coaches, facilitating our excellent programme. We expect you to spend 2-3 days a week delivering in schools and 2-3 days a week on programme administration. Here are the key areas:

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, 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 learn how to deliver 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.

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

You'll thrive in this role if you...

- Have a desire to help young people develop aspirations that will inspire them to achieve their full potential
- Are confident working independently and solving problems in the moment
- Have exceptional communication skills; you'll be passionate, compelling, and able to inspire others around you using a clear and concise communication style
- Are adept at building relationships with a variety of stakeholders

- Are highly organised and able to manage multiple responsibilities with competing deadlines and timelines
- Are flexible and able to respond effectively in a changing environment
- Can maintain the ethos of the charity and positively promote our work at all times.

Essential requirements:

- Minimum 1 year experience working with young people in a professional capacity

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. recruitment@futurefrontiers.org.uk

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

- Please fill out [our application form](#) by answering two questions and attaching your CV.
 - o Firstly, tell us why you want to work at Future Frontiers. What is it about us that excites *you*? (Max. 1,500 characters)
 - o Now tell us why you would be a good fit for the role of Programme Manager? Please make sure you reference the job description. (Max. 2,500 characters)
- **Deadline: 9th November at 9am**
- Interviews will be held from 1st November onwards. Early applications are encouraged.
- Start date is 4th January 2022, or earlier if possible.