



**Job Title:** Career Development Delivery Officer - Pathway Support - Leadership

**Region:** London

**Closing Date:** 21 July 2013

## About Teach First

Teach First is an education charity working in partnership with schools and other organisations to break the link between low family income and poor educational attainment. We recruit high calibre individuals and match them with primary and secondary schools in challenging circumstances where they teach for a minimum of two years. Teach First enables its participants and ambassadors to raise the achievement, aspiration and access to opportunity of children from low socio-economic backgrounds, whilst developing a network of leaders with a life-long commitment to ending inequality in education from both inside and outside the classroom. For more information on the work we do and which regions we operate in, please visit [www.teachfirst.org.uk](http://www.teachfirst.org.uk).

## Job Purpose

The Pathways function within the Leadership Department serves to support ambassadors (graduates of the Teach First Leadership Development Programme) into positions from which they can impact on the vision and accelerate progress towards the 2022 Impact Goals. The Pathway Support team provides the core support that enables participants and ambassadors to make decisions about the leadership path that will maximise their influence on the vision.

Two key elements that assist participants and ambassadors with progressing to new roles are having access to employers and recruiters as well as having opportunities to develop and demonstrate transferable skills. Teach First facilitates these opportunities through two key initiatives which this role will focus on - our Summer Projects scheme, which provides 1-3 week mini-internships to hundreds of participants and ambassadors each year; and our National Careers Fair, which provides our community with direct access to employers in a variety of sectors to learn how jobs outside of teaching can still impact education.

The Career Development Delivery Officer will have responsibility for the end-to-end delivery of both the Summer Projects scheme and the National Careers Fair. In addition, the post holder will lead on the delivery of other experiences and workshops throughout the year that can promote the development and career progression of our community.

To be truly successful in this role, you will need the ability to see and articulate how education can be influenced from any job role or any place of employment. Further, you should have an understanding of how skills developed in teaching are transferable to other contexts, and similarly how skills developed outside of the education sector are transferable back to teaching and school leadership.

The role reports into the Senior Officer for Core Support, within a team led by the Senior Associate Director of Pathways within the Leadership Department.

## Key Accountabilities

- Deliver a range of opportunities and events that help participants and ambassadors connect with a wide range of employers, understand how different roles and sectors can contribute to achieving educational equality, and develop the skills, knowledge and experience to enable them to access these career paths
- Develop the Summer Project programme in a sustainable way to become a premium opportunity for professional development of teachers and non-teachers, and a highly effective mechanism for fostering cross-sector networks and collaboration for achieving educational equality
  - Overall project management of the programme's annual cycle, including sourcing approximately 600 project placements in 2014 (and increasing each year thereafter)
  - Collaborate with multiple internal stakeholders to develop Summer Projects to be a premium development opportunity, through enhanced marketing and communications, robust evaluation and increased integrating with the wider Leadership Development Programme
  - Lead on the design and implementation of systems and processes to improve the efficiency and effectiveness of sourcing, marketing and capturing application data
  - Work with the Senior Officer of Pathways to develop and deliver an overall strategy for sustainably growing the Summer Project programme.
  - Work alongside all Teach First regional teams and lead them to support their own local communities of participants and ambassadors through the Summer Project process
  - Oversee the internal coordination of applications to Summer Projects taking place at Teach First

# TeachFirst

- Delivery of a high quality, annual National Careers Fair
  - Scope the viability of the fair becoming a commercial opportunity to raise funds for and awareness of the charity, by identifying associated risks and opportunities of such an approach
  - Overall project management for the fair which will include 50-100 organisations as exhibitors and 1000-4000 participants and ambassadors as delegates
  - Work with internal and external stakeholders to develop workshops on career development and progression that will compliment and run alongside the fair
  - Oversee the logistics of the fair, including sourcing venues and developing exhibition floor plans
- Develop other career workshops and employer engagement events and work with regional teams to deliver these locally where needed
- Manage on-going relationships with organisations involved with Summer Projects and careers events, and identify ways to build these relationships for collective impact on educational disadvantage
- Work with the Ambassador Acceleration function of the Pathways team, to co-ordinate communications and maximise engagement with schools and organisations who post job vacancies with us, and integrate these processes into Summer Projects and Careers Fairs
- Provide excellent customer service to the participant and ambassador community, including updating the Teach First Community website with information relevant to Summer Projects and careers events, and general career development information
- Contribute to team-wide projects for developing information, services and resources on career pathways in various sectors
- Support the wider Pathways team and Leadership Department with larger projects, including supporting at the annual Summer Institute

## Technical Competencies

- An understanding of the Teach First ambassador community would be very advantageous
- Good stakeholder management, relationship building skills and ability to collaborate across partnerships
- Proven project management experience and the ability to work on multiple projects simultaneously
- Experience creating, selling and growing a “brand” (for developing our Summer Projects scheme and National Careers Fair)
- Event management experience, including creating an event vision, marketing (to exhibitors and delegates), liaising with venues and overseeing logistics
- Strong communication skills, both written and verbal
- Be proactive
- Proficiency in Excel, Word, PowerPoint and Outlook
- Experience with Salesforce (or other CRM system) would be beneficial, but not essential

## Competencies Required

### Commitment

#### Championing Teach First

- Talks confidently about the work of Teach First, specifically in relation to graduate recruitment, the Leadership Development programme, the Ambassador community and our external relations.
- Positive and proactive in spreading the brand messages in order to engage others in Teach First’s work.

#### Achieving results

- Analyses situations and recommends action.
- Effectively manages projects and tasks to achieve a high quality result.
- Meets the key dates, project milestones and progress reports as per the project plan.
- Supports reconciliation of budgets and flags up any concerns appropriately.

### Integrity

#### Managing and developing self

- Proactive at keeping up to date in the sector and their area of specialism by reading, attending briefings and analysing current data.
- Takes full accountability for responsibilities delegated to them.
- Regularly evaluates own performance to build on strengths and identify areas to improve.

# TeachFirst

- Proactive and resourceful in finding opportunities to enhance development.
- Makes links between projects they are working on and current development needs to fully explore and embed learning.

## **Seeking, accepting and giving feedback**

- Proactively and regularly seeks feedback from a variety of colleagues.
- Uses feedback to evaluate own performance and draws conclusions on how to make the best of strengths and manage weaknesses.

## **Collaboration**

### **Communicating and influencing**

- Communicates effectively across the organisation collaborating and building relationships.
- Communicates in a clear, articulate and engaging way.
- Contributes effectively in discussions and meetings and begins to lead them.
- Actively listens and demonstrates understanding and empathy using the appropriate verbal and non-verbal behaviour.
- Influences colleagues to think differently about things and explore different perspectives.

### **Developing relationship and team-building**

- Constructively challenges others to bring out the best solutions, deliver excellence and continuously improve.
- Shares best practice with other team members and encourages others to work to the best of their ability.
- Develops greater empathy and understanding of others in the team.
- Proactively manages relationships with internal and external stakeholders.

## **Excellence**

### **Prioritising, planning and organising**

- Manages a varied workload balancing different priorities and short and long term goals.
- Creates realistic plans to work to in order to achieve goals.

### **Innovating, adapting to and managing**

- Proactive in critically assessing working practices and suggesting ideas and opportunities for improvement.
- Projects a sense of possibility in the way they work.
- Makes recommendations for change within the team.
- Supports the need for change and helps others to take it on board.

## **Leadership**

### **Managing, empowering and developing others**

- Understands the components of projects and responsibilities and what is appropriate to delegate.
- Delegates tasks and supports their delivery to ensure work is successfully completed.
- Uses coaching techniques to help others improve performance.

### **Providing strategic direction and vision**

- Understands and can interpret the principles of Teach First's strategic direction and vision.

## **Location**

National & London Regional Office, 4 More London Riverside, London SE1 2AU.

## **Salary Band**

£ 28,050, increasing to £ 31,510 on successful completion of the 6 month probationary period. \*

\* Roles based in London will also receive the £3,000 London Weighting Allowance.

# TeachFirst

## Benefits

Teach First's core benefits include 27 days holiday per annum (7 of which must be taken during the two weeks of Christmas and New Year office closure), 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 leave.

## How to Apply

Please send CV and cover letter to [careers@teachfirst.org.uk](mailto:careers@teachfirst.org.uk) explaining why you want to work for Teach First and how your skills meet the competencies required for the position.