



**Job title:** Senior Officer, Core Support - Programme - Leadership

**Location:** Any regional office

**Closing date:** 26 August 2014

**Contract type:** Permanent

## About Teach First

How much you achieve in life should not be determined by how much your parents earn. Yet in the UK, it too often is. We are an education charity. We work with like-minded people and organisations towards a day where every child has the education they are entitled to. We train people with leadership potential to be inspirational teachers in schools in low-income communities across the country. These leaders go on to work in schools and other sectors of society towards our vision: a future where no child's educational success is limited by their socio-economic background. 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

There are currently over 2,600 Teach First ambassadors, and we expect to have 15,000 by 2022. They work across a range of sectors to drive impact on education, and many are now reaching senior roles as Head Teachers, voluntary sector leaders and business professionals. We believe that ambassadors will be able to use any role as a 'Position of Influence', helping them to shape change in the life chances of young people. We also know that some roles have particular potential to accelerate, deepen and broaden the impact of individual ambassadors and the community as a whole, and believe that Teach First has networks, knowledge, resources and a responsibility to support ambassadors to understand and access these priority pathways.

The Senior Officer, Core Support, will lead on the strategy of projects that encourage and promote ambassador aspirations. They will work with teams across the organisation to ensure engagement of vision aligned organisations in our projects, build and implement a strategy for online careers resources, support high level careers coaching conversations and oversee a delivery team who offer something akin to an in-house careers service, with information, advice, guidance, networking, development and internship opportunities, all focused on our Impact Goals.

As a senior member of the wider Pathways team, this role also supports the overall strategic direction of our activity to support ambassadors into Positions of Influence. These activities will support the delivery of Pathway Projects, too, so a desire to be part of a driven, fun, proactive and passionate team is critical. This role will line manage two Officers in the team.

## Key accountabilities

- To provide expert advice on careers information, advice and guidance in order to support career planning and the enhancement of existing services
- To enable clients to understand the career planning process, and to identify their values, interests and skills and reflect on these in order to make choices
- To have a strong understanding of the priority pathways sectors to share current changes to the market and accurate, relevant information on occupations and opportunities in these areas to the team
- Provide strategic leadership and professional management of the Core Support Projects team, and ensuring the delivery of a high quality service
- To provide line management support to the core support team and ensuring that robust arrangements are in place for the management of operations, regarding the allocation of tasks, performance management, service continuity and continual service improvements
- To build relationships with key employers who will have a positive impact on accelerating ambassadors along priority pathways, to include sourcing jobs and summer project opportunities aligned with these pathways and building the reputation with these organisations as the talent pipe-line for these roles
- To develop a world class resources bank and knowledge management system within the team and ambassadors
- To provide extra resource for the careers coaching service
- To ensure the service is localised by supporting the robust relationships with local offices
- To oversee any training identified for signposting, designed or delivered to support progression along priority pathways



## Technical competencies

- Strong operational management
- Experience of people and performance management
- Experience of overseeing the management of multiple complex projects
- Careers coaching qualification
- Stakeholder management
- Influencing
- Experience and/or knowledge of some of the content of our work, which could include recruitment, careers information, advice and guidance, internship programmes, coaching and event delivery
- Strong understanding of the role ambassadors across different sectors can play towards achieving the vision
- Good understanding of education and the wider social sector (desirable)
- Line management experience (desirable)

## Competencies required

### Commitment

#### Championing Teach First

- Demonstrates an in depth knowledge of their department's brand messages and how they relate to other departments ensuring their own work is fully integrated at all times
- Manages situations where Teach First messages are challenged or compromised, and deals with them professionally or escalates if appropriate

#### Achieving results

- Pre-empt situations and implements preventative strategies
- Effectively coaches others to make decisions and solve problems
- Sets project milestones and timeframes
- Manages resources intelligently to achieve the best result

### Integrity

#### Managing and developing self

- Is a role model within the team, projecting the right behaviours and characteristics to set a positive example

#### Seeking, accepting and giving feedback

- Models seeking, accepting, giving and acting on feedback to the highest level of best practice using the feedback model
- Supports the creation of a professional feedback culture

### Collaboration

#### Communicating and influencing

- Encourages collaborative communication with stakeholder group building alliances and gaining buy in
- Communicates with confidence and authority when representing the organisation
- Confidently leads and facilitates stakeholder meetings/events, aligning content with brand and programme goals

#### Developing relationship and team-building

- Identifies where relationships could be more effective and deals with constructively
- Encourages others in the team to give their best, deliver excellence and continuously improve

### Excellence

#### Prioritising, planning and organising

- Creates realistic 'longer term' plans and timeframes for self and others to follow
- Contributes to development of team objectives



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

- Critically assesses the team strategy
- Understands and contributes to the implementation of change

### **Leadership**

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

- Delegates tasks and supports their delivery to ensure work is successfully completed beyond own team
- Can step up to deputise in the absence of management if required

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

- When prompted can effectively contribute ideas and opinions to Teach First's strategic direction and vision and shows a good level of understanding

### **Location**

Any Teach First Office

### **Salary band**

£32,180, increasing to £35,750 on successful completion of the 6 month probationary period  
Roles based in London will also receive the £3,000 London Weighting Allowance

### **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 (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/bike loan, dental membership, health screening, discounted gym membership, travel insurance, Give As you Earn (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) demonstrating what attracts you to Teach First and how you meet the competencies on the job description above.

### **Next steps**

We aim to provide feedback to all applications within 10 working days from the closing date. Please note that first stage interviews are likely to take place week commencing 1 September with second stage interviews taking place 10/11 September.