

## Job Description

<b>Job Title</b>	Careers Development Manager
<b>Responsible to</b>	Head of Operations
<b>Hours of work</b>	37.5 hours per week
<b>Salary</b>	Circa £28,000 depending upon experience.

### About LTSB

#### Our Vision

A society where every young person has the skills and opportunity to thrive and fulfil their potential.

#### Our Purpose

We transform the lives of young people who face disadvantage through leadership development, education and meaningful employment.

#### Our Mission

Our programmes are designed to tackle structural inequality in education and employment.

We unlock the potential of bright young people who lack social capital by facilitating personal and professional development and career-making employment opportunities enabling social mobility.

We help employers develop inclusive recruitment processes and workplaces, maximising benefits for young people and the businesses they join.

#### **More Than An Apprentice programme**

Our More Than An Apprentice programme is a well-tested and refined model, which we constantly review and improve each year with feedback from our beneficiaries, employers and supporters.

We recruit, prepare and support bright young people who face disadvantage through a 3 month (Tech) or 4 month (accounting) intensive personal and professional development 'bootcamp' after which young people are placed in high quality apprenticeships with leading firms, usually for 18 months. The MTAA programme is delivered in conjunction with education providers, Premier League football club foundations and corporate supporters in London, Birmingham, Manchester and Liverpool.

For the first 7 years we focused on finance and in particular accounting. In 2019 we added Tech. We also launched our first bespoke 'bootcamp to apprenticeship' digital and tech degree programme in partnership with NatWest.

### **Successful Transitions**

We are currently piloting a schools' engagement programme involving alumni and employers to inspire, empower and inform young people about career pathways in finance and tech. This has been well received by young people as well as schools' careers and sixth form staff. Successful Transitions addresses the fifth Gatsby Benchmark - Encounters with Employers and Employees - and contributes to several other benchmarks. (Only 21 out of 3000 schools met 8 Gatsby Benchmarks in the 2017-18 academic year according to a State of the Nation report <https://www.tes.com/news/how-do-we-tackle-careers-advice-postcode-lottery>.)

LTSB has a collaborative approach and embraces opportunities to work with other charities and organisations.

For historic information, please see our 2018 Impact Report on our website:  
[www.leadershipthroughsport.org](http://www.leadershipthroughsport.org)

### **CAREERS DEVELOPMENT MANAGER**

We're looking for someone to manage and develop cohorts of young people, 16 – 21 years, across East and Central London, in a partnership with football club foundations and education providers for accounting and business, digital and tech.

We are seeking someone who will be a role model and inspire young people. The successful candidate will have a proven commitment to improving the lives of young people from disadvantaged backgrounds with a good understanding of social mobility, diversity and inclusion issues.

They will ideally have some experience of workforce development and improving employment prospects for young people. They will have excellent communication skills, be adaptable and able to build relationships with different stakeholders and operate within corporate environments.

The main focus will be the development of young people into meaningful careers. The Careers Development Manager (CDM) will be responsible for maintaining current employer relationships, mostly at line manager level, working closely with the LTSB employment team.

This person will build a strong rapport with the young people – sensitively supervising, supporting and mentoring them into work placements. Once placed the CDM will ensure young people successfully transition into work, providing pastoral support and meeting each young person monthly to help them develop personally and professionally so they can maximise the opportunity for the first 12-months of their placement or longer as appropriate. The CDM will also be required to liaise with the assigned corporate mentors, communicating regularly and reporting progress / issues with operations, employment and fundraising teams.

Our mission is for young people to be in long-term sustainable employment with career progression opportunities. Our employment team continues to support alumni with advice, CV updates, interview experience and introductions to suitable employers at later stages of their careers.

## **Main Responsibilities**

### **Key targets:**

- Delivery of curriculum and management of reporting requirements
- Delivery of employability workshops to prepare young people to be “work-ready”.
- Work closely with the assigned Football Club Foundation delivery partner staff to support and monitor completion of leadership development activities including sports leadership or coaching qualification and social action.
- Work closely with education delivery partner staff to support and monitor completion of AAT or digital / technology qualifications.
- Maintain and develop employer relationships creating more opportunities.
- Maintain a retention rate of 90% for pre-apprenticeship bootcamp.
- Maintain a retention rate of 90% of those placed in employment.
- Active recruitment for assigned programmes, including establishing and maintaining referral networks, working closely with LTSB’s Recruitment and Schools Engagement Manager.
- We are keen to attract more young women to the programmes. The CDM will be integral to developing and delivering initiatives to increase the number of females participating in and completing our programmes.
- We are keen to support more care leavers into the programme working closely with My Covenant or other organisations.

### **Programme Development and Delivery:**

- Manage recruitment and selection efficiently with a high standard of communication during the process.
- Deliver employability workshops including interview/selection techniques and revising CVs.
- Deliver personal development workshops to improve confidence and leadership skills.
- Deliver at least 10 opportunities for the young people to meet professionals and experience the type of corporate environments where they will work during the bootcamp.

- Formulate individual development plans and provide regular 1-2-1 feedback.
- Work closely with Employment Team to help secure employment for each learner.
- Perform regular monthly support visits with each young person during placement, providing personal development and pastoral support.
- Develop existing marketing strategy to enhance programme promotion and learner recruitment.
- Work closely with Employment Team to maintain existing employer relationships and open up new opportunities

#### **Additional Partnership working:**

- Work closely with our Head of Partnerships to secure support and space to deliver workshops in corporate environments.
- Develop and manage professional relationships with representatives from employers, such as those volunteering as mentors to our young people.
- Work in partnership with other agencies to identify individuals, groups, and organisations to develop the programme and support our young people.

#### **Monitoring and Evaluation**

- Record recruitment pathways and report on results
- Develop a programme that meets the LTSB curriculum and responds to the needs of individuals in the cohort.
- Monitor and assess each young person's progress during the pre-employment bootcamp and give regular 1 – 2 – 1 feedback to ensure any issues are addressed and the young person is provided with additional support as required.
- Monitor and assess work placement progress.
- Provide on-going coaching during the apprenticeship placements, with monthly meetings to review and agree targets and address any issues.
- Ensure the young person is adequately supported by their employer and training provider to document their own progress (for example where a portfolio is required as part of an apprenticeship)
- Maintain records of meetings and actions required.
- Carry out surveys / gather regular feedback, maintain records and produce reports.

**Other**

- The role requires dedication, drive and initiative. Would suit a person who responds well to autonomy and creativity, as our team works independently with no central office.
- The right person will have an accessible and flexible approach and be prepared to work occasional evenings and weekends as necessary and perform their duties as reasonably requested.
- We are also seeking someone who is able to build strong relationships at all levels with young people, line managers, delivery partners and the LTSB team members.
- The CDM will report to the Head of Operations. There will also be a reporting line to the Employment Director for employment related matters.
- The CDM will be required to adhere to policies and procedures outlined by the Head of Operations and Chief Executive.

**Person Specification – Essential requirements**

<b>Experience</b>
<p><b>Education/qualifications/experience</b></p> <p>Worked in career development, employability and / or education. Some experience of working with young people (16+ years). Some experience of managing groups of young people (16+ years).</p>
<b>Knowledge</b>
<p>Experienced and able to demonstrate an understanding of mentoring and coaching. Demonstrate a good understanding of how to engage with young people. Demonstrate an understanding of how to effectively work in a partnership with other organisations to recruit young people. Demonstrate an understanding of how to effectively work in a commercial partnership with employers to develop more opportunities. A strong interest in and knowledge of the issues that affect social mobility is also a key requirement.</p>
<b>Skills and abilities</b>
<p>Must be able to demonstrate excellent oral and written communication, which are culturally competent. Excellent presentation skills ICT literate. Demonstrable skills in negotiation, influencing and conflict resolution.</p>

Able to work within a diverse community and inspire confidence in young people to promote participation and development.

Able to communicate with participants, commercial stakeholders, partner agencies and families of the young people.

Good organisational skills, able to prioritise and work within deadlines.

Flexible working in accordance with the requirements of the service.

Commitment to develop and improve own performance and CPD.

Ability to work independently.

Ability to collaborate and work well within a team.

Strong commitment to quality service delivery.

Ability to monitor and evaluate programme delivery, and produce case studies and material for reports.

Position will require DBS Disclosure at enhanced level.