



Employability Programme Manager

April 2021, permanent

The Sutton Trust is a foundation committed to improving social mobility in the UK. Our work is focused on improving social mobility through education opportunities. We want to level the playing field for young people from low and middle income backgrounds so that they have a fair chance of accessing leading universities, apprenticeships and jobs.

We do this through:

- **Evidence based programmes:** Our programmes support 7,000 young people each year, boosting their aspirations and helping them to make informed decisions about their next steps.
- **Research:** Our research identifies the root causes of education inequality and promotes effective solutions to combat them.
- **Policy advocacy:** Our advocacy work makes sure social mobility stays at the top of the political agenda and is reflected in national policy debates.

As part of its 3 year strategy, The Trust has ambitious plans to grow its access to the workplace programmes at both pre and post 18 age groups, in new and innovative ways. For more information on this please review the additional download. We are looking for a dynamic and enthusiastic Employability Programme Manager to join our team and support the expansion of the Sutton Trust Pathways programmes and alumni activities.

The successful candidate will lead the pilot of a new digital Pathways to the Professions programme, as well as managing a range of industry focused work placements on the Trust's new alumni employability programme. They will join a small team, led by the Director of Programmes and Partnerships, and will play an important role in contributing to the on-going success of our programme work and industry engagement strategy.

The Employability Programme Manager will work closely with the Programmes and Development teams to help shape our plans to fulfil the long-term aims of the organisation. This is an extremely exciting time to be at the Trust and the role will require individuals to be creative and to think strategically about our approach.

Please note that due to the current Covid-19 government guidance the Sutton Trust offices are closed, meaning the successful candidate is likely to be working remotely initially.

Main duties

- Lead on the planning and delivery for the Pathways Online pilot programme, including digital alternatives to work experience and skills sessions across a range of sectors, including Law and Finance
- Source and manage partnerships with external organisations to ensure the sessions and content of the programme meets its intended aims
- Recruit and manage a cohort of Pathways Online students (100-200 students)
- Oversee relationships with Pathways Online industry partners from across a range of sectors including Law and Finance, who provide volunteers, session facilitators and digital work experience

- Support industry partners to deliver high impact digital experiences for students on the programmes
- Manage the evaluation and reporting of programme activities including reporting/presenting to funders
- Manage the recruitment, allocation and logistics of work experience placements on the Sutton Trust post 18 programme
- Other duties as necessary from time to time

Person Specification

We welcome applications from individuals who have experience in:

- Managing projects, including planning, administration and delivery;
- Managing young person facing interventions, ideally with some experience of digital delivery
- Building and managing relationships with significant, diverse stakeholder groups;
- Monitoring and evaluation, reporting, and administration
- Working within or an understanding of the not for profit sector;
- Excellent verbal and written communication and strong analytical skills
- High degree of initiative and the ability to take responsibility for specific bodies of work
- Personable, flexible and discreet; able to fit in to a small team

We are also looking for an individual who:

- Is sympathetic to the aims of the Trust and its mission to address educational disadvantage;
- Has knowledge and experience of the higher education and/or education sectors;
- Has excellent attention to detail;
- Has first-class interpersonal skills - a natural ambassador able to represent the Sutton Trust in a range of settings;
- Is eligible to work in the UK*

Terms of Appointment

- Salary: £32,640 per annum
- Contract: Full time permanent
- Office location: The Sutton Trust, 9th Floor, Millbank Tower, 21-24 Millbank, London, SW1P 4QP. Please note the Sutton Trust team are currently working remotely.
- Hours: The standard working hours are 9am to 5pm, Monday to Friday and may also be required to attend events / meetings outside of their normal working hours during weekday evenings and occasionally at weekends
- Annual leave: 27 days per annum plus bank holidays
- DBS check will be required
- Additional: The successful candidate will be invited to join the Sutton Trust's contributory pension scheme (subject to the conditions of the scheme) which includes a 6% employer pension contribution
- Benefits include a Cycle to Work scheme, season ticket loans, and an employee discount scheme.

Safeguarding statement

The Sutton Trust believes that a child, young person or vulnerable adult should never experience abuse of any kind. We all have a responsibility to promote the welfare of all children and young people and to keep them safe. Therefore all posts undergo a safer recruitment process, including but



not limited to, disclosure of criminal records where necessary and eligibility to work in the UK. We have procedures in place to promote safeguarding and a safe culture at the Trust.

To apply

Please download the candidate application pack from our website, complete the application form, and submit it to jobs@suttontrust.com.

The applicant pack includes:

- Job description and person specification
- Additional information on job related projects
- Application form
- Equal Opportunities Monitoring form (optional)

Applications should reach us by **5pm on Monday 10th May**, with first round interviews taking place on **Thursday 20th May** and second round on **Wednesday 26th May**.

Please note that interviews will be held over Zoom.

Please state your name and the role you are applying for in the subject line of the email, and it would also be greatly appreciated if you could note where you saw this job advertised.

If you require any materials in an alternative format, or have any questions, please get in contact with us on jobs@suttontrust.com.

Any information you provide as part of your application will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. Our privacy statement can be found [here](#).

*Please note that we are unfortunately not a licensed visa sponsor.