



Senior Programmes Officer: Alumni and Post-18

Full-Time, Permanent Contract

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.

This is an exciting time to join the Trust as we launch a new three-year-plan, as well as a range of new work. The Senior Programmes Officer: Alumni and Post-18 will sit within the Programmes team and will report to the Senior Programme Manager: Alumni Engagement. The Sutton Trust's alumni programme aims to develop a vibrant community of alumni who are offered ongoing support, and who in turn can give back to the Trust in a variety of ways.

A new offering of activity to alumni post-18 – predominantly reaching those who are studying at undergraduate level – is being designed to aid employability and career support for this group. In addition to the new programmatic offering, 2021 will also see the launch of a new bursary scheme targeted at this group, funded by corporate partners. The Senior Programmes Officer: Alumni and Post-18 will play a central and alumni facing role in this new post-18 programme and bursary offering. The role will be responsible for leading on the management of the application process, as well as coordinating promotion, programme evaluations and delivery of programme activity. They will also manage practical aspects of the post-18 work such as organising webinars and communicating with bursary recipients to track their progress and measure impact. For more information on this role and the post-18 offering, see the attached document.

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:

Duties will fall broadly into the following categories, but may change as the role develops and the alumni/post-18 offering grows:

Planning events and activity:

- Work with partners and corporates to deliver online events, ranging from webinars to skills workshops, to meet employability needs of the post-18 cohort
- Work with the Senior Alumni Officer to deliver any additional alumni work (e.g. Alumni Festival, or alumni speaker/networking events)



- Coordinate and deliver application and allocation process for the new post-18 employability bursary, working with the Senior Programme Manager: Alumni Engagement
- Curate employability resources for Sutton Trust Online/Alumni community
- Deliver student comms in relation to the core post-18 employability programme
- Work with the Senior Alumni Officer to manage communications to alumni promoting events, webinars and the employability bursary

Stakeholder relationships:

- Coordinating the Trust's relationship with corporate and programme delivery partners for post-18 employability activity
- Maintaining key stakeholder relationships with corporate funders, alumni volunteers, university coordinators or other partners, and other Sutton Trust staff
- Liaise with Trust staff and advisory groups on sector specific elements of the employability programme

Data and evaluation:

- Assist Programmes team members with ensuring smooth transition of students to become alumni on Sutton Trust Online, and ensuring access to the relevant content
- Update the Trust's CRM with data on the bursary programme and engagement with post-18 activity, ensuring consistent reporting
- Coordinate evaluation of employability programme activities
- Share ideas and insights for growth of the post-18 offering, that feed into the broader strategy and long-term vision for alumni

General:

- As required, provide support to the Programmes team more widely, for example in supporting delivery, events and other activities.
- Other duties as necessary from time to time

Person Specification

We welcome applications from individuals who have experience in:

- Leading projects, including planning, administration and delivery
- Working with multiple teams
- Working in the education or not-for-profit sector
- Demonstrable experience of working in a role with a variety of internal and external stakeholders
- Working with data, analytics, and reporting

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 an interest in education and/or careers/employability within the charity sector;
- Has first-class interpersonal skills - a natural ambassador able to represent the Sutton Trust in a range of settings;
- Can prioritise when working to multiple deadlines in a fast-paced environment;
- Has excellent verbal and written communication and strong analytical skills;



with

- Is personable, flexible and discrete; able to fit in to a small team;
- Has a high degree of initiative and the ability to take responsibility for projects, support;
- Demonstrates excellent attention to detail;
- Is proactive and can adapt to different situations;
- Is eligible to work in the UK*.

Terms of Appointment

- Salary: £28,000 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 post-18 activity
- Application form
- Equal Opportunities Monitoring form (optional)

Applications should reach us by **5pm on Tuesday 4th May**, with first-round interviews held on **Monday 17th May** and second round interviews on **Monday 24th 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.