



Programmes Assistant: Employability

July 2022, Full-time, 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 8,000 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 future vision, The Trust is working to increase our student reach and balance our digital and face-to-face programme delivery, learning lessons from the coronavirus pandemic. We have ambitious plans to grow our employability focused programming. With this in mind, we are looking for an enthusiastic and flexible Programmes Assistant to support across a range of employability programme activity.

The Programmes Assistant will play an integral part in the Programmes team to help deliver on these initiatives and the long-term aims of the organisation. This role will primarily support the delivery of Pathways Online (including [Banking and Finance](#), [Consulting](#) and [Law](#)), [Sutton Trust Careers](#) and our annual national conferences for Pathways Banking and Finance, Engineering and Law. Some support for other initiatives is likely to be required. This is an extremely exciting time to be at the Trust and the role will require individuals to be creative, flexible and to adapt to a fast-paced environment.

Main duties

- Supporting with selection, onboarding and management of new cohorts of students
- Assisting with the delivery of online and in person events for students on a range of employability programmes, including logistics, hosting, technical support and student management
- Supporting communications with beneficiaries, including managing the Trust's student facing email inbox and responding to enquiries
- Working with student data to monitor and drive engagement and match them to opportunities
- Creating reports for funders and programme partners based on student engagement and feedback data
- Managing the booking of student accommodation and travel for in person events
- Support with the planning and deliver of the annual Pathways conferences, including staying residentially at events in April, July and August
- Providing support to other teams as and when needed (for example, planning and delivery of programmes or other ad hoc projects)



- Assisting in the management of the Trust's CRM system (Salesforce) and creating and updating content for our online platform (Sutton Trust Online)
- Other duties as necessary from time to time

Person Specification

We welcome applications from individuals who:

- Can prioritise when working across multiple projects with competing deadlines in a fast-paced environment
- Has enthusiasm for and experience of working with young people from diverse backgrounds
- Has a high degree of initiative and the ability to take responsibility for projects with support
- Has excellent verbal and written communication and strong analytical skills
- Is personable, flexible and discreet; able to fit in to a small team with a positive, proactive attitude
- Demonstrates excellent attention to detail
- Can adapt to different situations
- Is good at problem solving and has a desire to learn and gain new experiences through working in a busy environment
- Is sympathetic to the aims of the Trust and its mission to improve social mobility in the UK
- 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: £25,000 per annum
- Contract: Full time permanent
- Working location: Minimum of 2 office days per week
- Office location: The Sutton Trust, 9th Floor, Millbank Tower, 21-24 Millbank, London, SW1P 4QP. Our home working policy gives staff the option to work from home for up to 60% of the time, with approval from their line manager.
- 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
- Life assurance cover
- Enhanced maternity, paternity, adoption and shared parental leave pay (conditions apply)
- Hybrid and Home Working and Flexible Working policies
- Confidential Employee Assistance Programme
- Other 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
- Application form
- [Equal Opportunities Monitoring form](#)

Applications should reach us by **9am on Monday 8th August**, with interviews held over Zoom on **Thursday 18th August**.

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.

“The Trust is committed to ensuring equality of opportunity and that all applicants receive equal consideration for employment. We strongly encourage individuals from all backgrounds, including those underrepresented at present at the Trust, to apply for this role and recognise the value that diversity brings to our work.”

James Turner, Chief Executive

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.