



## Head of Employability Programmes

### *Full-time, fixed term – Maternity cover*

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 reach and balance our digital and face-to-face programme delivery, learning the lessons from the coronavirus pandemic. We have ambitious plans to grow our employability focused programming and to provide work experience and networking opportunities to all young people on our Pathways programmes. With this in mind, we are looking for an enthusiastic and flexible Head of Employability Programmes to lead this area of work.

The role will join our team and lead our Pathways to the Professions portfolio, including [Pathways to Law](#), [Pathways to Medicine](#), [Pathways to Banking and Finance](#) and others. The role involves overseeing the delivery of the programmes which include university outreach, apprenticeships, work experience placements and residential national conferences. The role will have a significant amount of responsibility in overseeing our corporate partner relationships and will work closely with our Development team to ensure partners and funders are stewarded effectively, as well as programmes being delivered to a high standard. The candidate will join a team, led by the Director of Programmes and Partnerships, and will play an important role in the leadership of the team and contributing to the ongoing success of our programme work.

### Main duties

- Overseeing a portfolio of “Pathways to the Professions” and “Employability” programmes with oversight and support from the Director of Programmes and Partnerships
- Managing a team of seven to deliver the programmes including supporting delivery partners, organising work experience placements and running national conferences
- Liaising with key programme stakeholders including donors, delivery partners and corporate partners including the management of range of sector advisory boards
- Overseeing the evaluation and monitoring of programmes in conjunction with external evaluation partners
- Managing programme budgets and reporting on financial status internally and to programme donors
- Executing strategies to enhance the programmes whilst maintaining their quality and reach
- Contributing to the drafting of funding bids by development colleagues
- Leading on programme-related events, such as workshops and annual review meetings
- Representing the Trust at external events, such as round table discussions and conferences
- Contributing to the leadership of the team by supporting the Director of Programmes and Partnerships and working with other senior leaders across the team and organisation
- Other duties as necessary from time to time

## Person Specification

We welcome applications from individuals who:

- Have designed, managed and delivered programmes to a high standard
- Have managed a small team to deliver successful projects
- Have experience in monitoring and evaluation, financial control and administration
- Have built relationships with significant, diverse stakeholder groups
- Have worked within or have an understanding of the not for profit sector
- Can showcase excellent verbal and written communication, and strong analytical skills
- Can demonstrate a high degree of initiative and have the ability to take responsibility for specific programmes
- Are 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 first-class interpersonal skills - a natural ambassador able to represent the Sutton Trust in a range of settings
- Has experience of working with CRM systems (e.g. Salesforce)
- Has experience of working with school, college or university outreach teams
- Has experience of managing budgets and excellent numerical skills
- Is eligible to work in the UK\*

## Terms of Appointment

- Salary: £53,000 - £58,000 per annum – to secure the top end of this salary band applicants would need to have a track record of successful team and stakeholder management.
- Contract: Maternity cover 13-14 months
- Secondments will be considered for the right candidate, and subject to contract with your current employer. Please clearly state that you are applying for a secondment when applying. For any other questions relating to secondments, please contact [jobs@suttontrust.com](mailto:jobs@suttontrust.com).
- 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: 29 days per annum plus bank holidays
- DBS check 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)
- 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.



## To apply

Please download the candidate application pack from our website, complete the application form, and submit it to [jobs@suttontrust.com](mailto:jobs@suttontrust.com).

The applicant pack includes:

- Job description and person specification
- Application form
- [Equal Opportunities Monitoring form](#) (optional)

Applications should reach us by **midday on Wednesday 10<sup>th</sup> August**, with first round interviews held over Zoom on **Wednesday 17<sup>th</sup> August**, and second round interviews held at our London offices on **Monday 22<sup>nd</sup> 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](mailto: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.