

**Job Title:** Aspiring Professionals Programme Coordinator

**Location:** Newcastle

**Contract Type:** Permanent

**Closing Date:** 12pm Wednesday 26<sup>th</sup> June

**Interviews:** Interviews from 1<sup>st</sup> July onwards

The Social Mobility Foundation is a small, high profile charity with offices across the UK. We help young people from low income backgrounds enter universities and professions through programmes of mentoring, internships, university application support and skills development.

Our Newcastle office opened in 2016 and we are looking for a Programme Coordinator to join the team

We strive for excellence in everything we do: the right candidate will be joining an enthusiastic, committed and successful team, which has high expectations for the young people we support. Watch a short video about our [work here](#).

**Overview:** The Aspiring Professionals Programme (APP) Coordinator role will be well-suited to someone who is focused on the best ways they can help the aims of the charity as well as those of our participants and partners. The APP Coordinator is responsible for supporting the delivery and development of the Social Mobility Foundation's programme of activities for young people through their Year 12-13 and university years.

**Reporting line:** Head of Regional Development

**Salary band:** £23,000-£27,000 per annum. (It is our usual practice to offer at the bottom of the salary band)

**Benefits:** 25 days annual leave; bonus annual leave days between Christmas and New Year; time off in lieu for work outside contractual hours; 5% employer pension contribution after a satisfactory completion of a four month probation period, flexible working hours and employer subscription to Perkbox.

**Location:** Newcastle City Centre

**Hours:** Full time (37.5 hours) 9am-5.30pm (flexible working hours available)

### Person Specification

- Excellent interpersonal and communication skills
- Strong administration skills
- Confidence with using IT
- Confidence preparing and delivering presentations
- Excellent attention to detail when undertaking tasks
- Ability to work as part of a small team
- Hard-working and efficient
- Self-starter with ability to prioritise tasks
- Ability to adapt to new situations that may arise and problem solve effectively
- Committed to the aims of the charity

### Main Responsibilities

The APP Coordinator will be responsible for:

#### 1. Achieving Results

- Organising and supporting skill sessions, supporter events, university trips
- Coordinating the logistics for events, including securing venues and speakers, the collating responses, attendee lists and feedback/evaluation
- Allocation of internships and liaison with students and employers in allocated career sectors
- Support the running of the Social Mobility Foundation's Mentoring Programme in the region in question, including monitoring the relationship of participants and their mentors in assigned sectors
- Assisting with the organisation and delivery of residential programmes for students from across the country
- Visiting and building relationships with schools and employers to promote and gain support for SMF's Programmes

## **2. Self management**

- Taking a problem-solving approach to the role, escalating issues as needed
- Developing a strong understanding of the SMF's work and social mobility across the UK
- Demonstrating SMF values in all work
- Using initiative to ensure effective liaison between the SMF and its student participants and target schools and colleges
- Using initiative to ensure effective liaison between the SMF and its employer partners

## **3. Delivering Excellence**

- Maintaining excellent monitoring/evaluation/tracking procedures for student progress and the effectiveness of activities and events; compiling reports as required
- Undertaking all relevant activities to ensure the stakeholder relationships are well-maintained, including meetings and email/letter correspondence, general admin tasks, and the resolution of any complaints

## **4. Collaboration**

- Primary point of contact with students in own sectors
- Updating the SMF website, Facebook, Twitter, as
- Other duties, as required by the management team, to assist the operation of the SMF's activities

## **Application Process**

Interested candidates should send a CV and tailored covering letter outlining their suitability for the post to [jobs@socialmobility.org.uk](mailto:jobs@socialmobility.org.uk) by **12pm Wednesday 26<sup>th</sup> June**. Generic applications will not be considered.

If you have any questions about the role please contact Sally Weatherall - [sally.weatherall@socialmobility.org.uk](mailto:sally.weatherall@socialmobility.org.uk) or call 0207 183 1189.