

**Job Title: Aspiring Professionals Programme Coordinator - Cardiff**

**Location:** Cardiff. SMF staff are currently working with a mix of home and office working for staff across all office locations; it is expected that you would travel to this location to support with student delivery.

**Contract Type:** Permanent

**Closing Date:** 23.59 Wednesday 11th December 2024

**Reporting Line:** Senior Aspiring Professionals Programme Coordinator

**Salary Band:** £26,000 per annum.

**Annual Leave and Benefits:** 25 days annual leave pro rata'd, plus bank holidays; time off in lieu for work outside contractual hours; 5% employer pension contribution after a satisfactory completion of a three-month probation period and flexible working hours.

**Hours:** 5 days per week ; 9AM-5.30PM (flexible working hours available)

**The Organisation**

The Social Mobility Foundation is a high-profile charity with offices across the UK. We help young people from low income backgrounds enter universities and professions through our Aspiring Professionals Programme (APP). The APP is a five year programme that supports our students via mentoring, internships, skills development and university and job application support. We also advocate and influence for social mobility through our work with employers, including the Social Mobility Employers Index, and our campaigns and advocacy arm, the Department for Opportunities.

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.

**The Opportunity**

The Aspiring Professionals Programme Coordinator (APPC) 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. An APPC is responsible for supporting the delivery and development of the Social Mobility Foundation's programme of activities for young people through their S5-6/sixth form and university years.

**Person Specification**

- Excellent interpersonal and communication skills
- Strong administration skills and confidence with using IT
- Confidence in preparing and delivering presentations in face-to-face and virtual settings
- Experience of relationship management and/or customer service
- 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, take initiative and work independently
- Ability to adapt to new situations as they arise, and problem solve effectively
- Committed to the aims of the charity

We value ability and potential more than specific experience, and we are committed to having a team that is made up of diverse skills, experiences and abilities. We actively encourage applications from people from low socio-economic backgrounds, from people who are care-experienced, and from people who are Black, Asian or of minoritised ethnicity.

## **Main Responsibilities**

### **1. Achieving Results**

- Organising, supporting and delivering skills sessions, partner events, university trips, both in person and virtually across SMF cities and other parts of the UK.
- Coordinating logistics for virtual and in-person events, including content creation, securing venues and speakers, producing webinars and video calls, advertising events, collating attendee lists and compiling feedback/evaluation
- Coordinating logistics of sixth form and S5/S6 and undergraduate internships, including but not limited to, internship advertising and student selection, liaising with students and employers throughout internship delivery, and compiling student feedback/evaluation
- Collaborating with SMF employer partners to support the young people on our programme in their applications for internships and graduate roles
- Assisting with the organisation and delivery of in-person residential programmes for students from across the country
- Creating digital resources and supporting services that help APP students with university applications and internship and career opportunities
- Staying on site (day and overnight visits) for residential programmes and/or university visits when the need arises across the UK
- Support the running of the Social Mobility Foundation's Mentoring Provision, including but not limited to, mentor recruitment with employer partners, student and mentor matching and monitoring the relationship of participants and their mentors in assigned sectors and employers.
- Building relationships with schools and employers to promote and gain support for SMF's programmes, including visiting and presenting in schools in the coordinator's region and engaging virtually with schools and employers across the UK
- Marking student applications to the Aspiring Professionals Programme and onboarding students across the UK

### **2. Self-management**

- Taking a problem-solving approach to the role, escalating issues as needed
- Managing work across a range of areas simultaneously
- 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 and tracking procedures for student progress and the effectiveness of activities and events; compiling reports as required
- Undertaking all relevant activities to ensure all 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 across the UK
- Maintaining shared inboxes across teams within the SMF
- Supporting the Impact and Strategy Team with programme pilots, as and when necessary

- Other duties, as required by the management team, to assist the operation of the SMF's activities

### Application Process

Interested candidates should apply by submitting to our application portal Pinpoint the following information by 23.59 Wednesday 11th December 2024

- A letter outlining your suitability for the post along with specific examples from past experience. Please ensure a contact number is included.
- A short statement answering the question: What do you think are the main concerns the young people that SMF target face regarding access to universities and professions? (500 words maximum)

**Please note that generic applications and CV's will not be considered.** If you have any questions about the role, please contact [Megan.Doherty@socialmobility.org.uk](mailto:Megan.Doherty@socialmobility.org.uk)

**Interviews:** First round interviews will take place during the wc 16th Dec. Interview candidates may be asked to complete online tests; this will be arranged after interview.