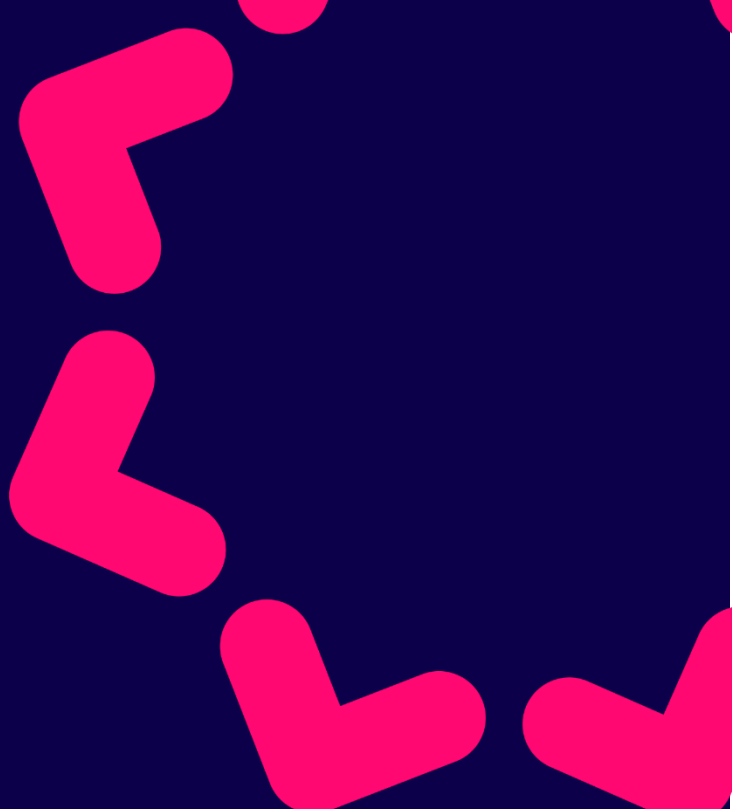




SOCIAL MOBILITY FOUNDATION

EMPLOYER PROGRAMME MANAGER, 2026

WELCOME TO THE SOCIAL MOBILITY FOUNDATION!

What we do: At the Social Mobility Foundation, we work for a society where people from all social backgrounds can thrive, and all young people can explore and nurture their talents.

We do this through providing opportunities for young people with fewer options through our Aspiring Professionals Programme, and breaking down barriers in our systems through our campaigning work, always working alongside our community. Because when we foster the potential of all of our young people, we lift up every member of our communities.

Our impact: Our young people call our work “life changing”. 83% of our 2023 graduates are in full time education, work or training – and of those in work, 87% are in highly skilled roles. We’re not just supporting access, we’re helping young people to build lasting careers.

150 employers, employing over a million staff between them, joined our Social Mobility Employer Index in 2024. Employers are leading the way to creating workplaces where everyone can thrive. Furthermore, 72% of employers who joined collect at least three socioeconomic data points, because what gets measured, gets done.

“THE SMF WAS INTEGRAL TO MY PERSONAL DEVELOPMENT AND HELPED GIVE ME CONFIDENCE IN MY ABILITIES AND A PEER NETWORK OF SIMILAR LIKE-MINDED PEOPLE, MANY OF WHOM I’M STILL FRIENDS WITH TO THIS DATE. I COULD NOT HAVE ASKED FOR A BETTER EXPERIENCE.”

-- SMF Student

Our team: We have a core staff of around 60 people spread across four teams: Partnerships & Income Development, Impact & Strategy, Operations, and Programme Delivery. Our staff is based across the UK.

Who are we looking for in our team? Our values are central to who we are at the Social Mobility Foundation – they inform what we do and how we do it. We are looking for people who share our values:

EMPATHY

We're looking for teammates who will help foster a culture of kindness, compassion, and generosity, creating an environment where we can all learn and share ideas.

OPTIMISM

We're looking for people who help us to remain hopeful, ambitious, and solutions-focused, concentrating on possibilities.

COLLABORATION

We're looking for people who prioritise working together across teams and offices, sharing knowledge, ideas, and expertise.

INTEGRITY

We're looking for people who will uphold our team's culture of honesty, accountability, and respect. We always act in the best interest of our community.

JUSTICE

We're looking for teammates who strive for equity and fairness. This drives us to make sure people from all social backgrounds can thrive.

ROLE AT A GLANCE

Job title: Employer Programme Manager

Application deadline: 11:59pm on Thursday 3rd September 2026

Location: We operate a hybrid model of work i.e. a combination of in-person and remote, with flexible days in the office depending on business need and your preferences. We would typically expect in-office attendance an average of one day per week.

When in the office you will be based in one of our regional offices (either Birmingham, Glasgow, Liverpool, London, Manchester or Newcastle – depending on preference and accessibility). This is where you will usually attend in-person events, training sessions etc. though some travel, to other offices and other locations, will occasionally be expected.

Salary: £38,100, plus London Weighting if applicable

Contract: Full-time /Part-time (minimum 0.6 FTE), Permanent

Hours: We are looking for the right candidate and while we envisage this being a full-time role (37.5 hours per week) we are very open to flexible working arrangements such as part-time, compressed hours, flexitime and job-shares.

Occasional evening or weekend work may be required, for which time off in lieu (TOIL) will be given.

Annual leave: 36/37 days (England & Wales and Scotland respectively - includes bank holidays) calculated on a pro rata basis with 3 of these days reserved for the annual end of year office closure.

Other benefits: Cycle to Work Scheme; 5% Salary sacrifice pension scheme with enhanced matching employer contributions; Employee Assistance Programme available to staff and their family; Flexible work options such as hybrid working, flexitime, part-time; Regular staff team building and business planning away days.

Ideal start date: Monday 5th October 2026, as agreed with candidate

We'll also need:

- Proof of your right to work in the UK. Regretfully, we're unable to offer sponsorships at this time.
- References
- To conduct relevant DBS or PVGs checks for Safeguarding purposes if you are offered the role in line with our Safer Recruitment practices

EMPLOYER PROGRAMME MANAGER ROLE PROFILE

Team: *Partnerships & Income Development*

Leadership Level: 3

Reporting to: *Head of Partnerships & Income Development*

Responsible to role holder: *Senior Policy Officer, Senior Index Coordinator*

Purpose of the Role:

As a key leader within our Partnerships and Income Development team, you will be responsible for creating, developing and delivering the Social Mobility Foundation's Employer Programme – how we inform, influence and positively impact employer-led social mobility, and a source of income generation.

You will champion the Employer Programme internally, forging effective collaborations with colleagues across the organisation to ensure that our work with employers is understood and celebrated, and that opportunities to promote, develop and grow are maximised.

Reporting to the Head of Partnerships and Income Development, you'll be the custodian of the Social Mobility Employer Index (SMEI) – our annual benchmarking and assessment tool for how UK employers recruit, retain and develop talent from all socioeconomic backgrounds and build inclusive workplaces. A key priority for this role will be a strategic growth plan for the Employer Programme that focuses on growing Index entrants, diversifying employment sectors, progressing employer best practice and maximising revenue.

By collaborating with internal teams and existing partners who offer pro-bono consultancy, you'll scope, develop and deliver new products, resources and services that equip employers with the knowledge and practical tools to improve social mobility in the workplace.

We're looking for someone who is willing and able to move easily between strategic thinking, marketing and hands-on delivery, and is excited about taking full ownership over this important work. Combining a passion for delivering our mission with keen commercial acumen, high attention to detail and project management skills, this is a unique chance to make a big impact on social mobility in the UK.

Key Responsibilities of the Role:

Key Responsibility Areas	What does “good” look like?
Customer service and value proposition • <i>Develop value propositions for the SMEI and other employer products and services to help employers understand and improve social mobility in the workplace</i> • <i>Create and develop assets and activities to market the Employer Programme to employers across a range of platforms</i> • <i>Define the customer journey for the SMEI and ensure seamless customer experience, with clear and proactive communication and relevant content and resources</i> • <i>Actively manage and steward the customer pipeline for the SMEI and broader Employer Programme, reporting on prospects, acquisition and conversion</i> • <i>Gather customer feedback and market insights to help improve and develop products and services</i>	• <i>Our products and services meet and exceed expectations</i> • <i>Excellent customer service that supports retention and growth</i> • <i>Growth opportunities are identified and acted upon</i>
Product ownership and project management • <i>Project manage the Programme, with responsibility for key delivery areas yourself, as well as working with the Senior Index Coordinator / Policy Officer and other colleagues/external suppliers to deliver</i> • <i>Oversee the day-to-day delivery of the Programme and the annual</i>	• <i>A clear roadmap and project plan</i> • <i>Responsibilities clearly allocated with outputs and timelines well defined</i> • <i>Proactive, decisive project management with excellent</i>

<i>Index scoring and feedback cycle, working with the Senior Policy Officer to ensure a smooth experience for employers</i> • <i>Lead the annual cycle for the SMEI product and other employer products as they are developed: defining the scope of work and setting priorities, survey review and design, data collection, overseeing marking and reporting, product review and evaluation</i> • <i>Manage all aspects of the Employer service, including the ongoing development of the digital platform, employer resources and online content</i>	<i>communication and problem solving</i> • <i>Attention to detail across all aspects of the service</i>
Product and service development • <i>Develop the Employer Programme by scoping, developing and delivering new products, resources and services that equip employers with the knowledge and practical tools to improve social mobility in the workplace, e.g. a consultancy offer, events, webinars, staff training and off-the-shelf resources</i> • <i>Work with pro-bono supporters and existing partners to scope need, and test and pilot new products and services</i> • <i>Responsible for the annual evaluation of the programme, drawing on data and policy evidence, customer feedback and sector insights to inform development</i>	• <i>New tools and resources are created, and utilised by employers to accelerate progress</i> • <i>Pro bono support is effectively leveraged</i> • <i>Improvements are data and insight driven</i>

Stakeholder management • <i>Champion and represent the Employer Programme externally, including attending and presenting at events, acting as spokesperson, meeting prospective entrants and other opportunities to grow connections and reach</i> • <i>Engage with external stakeholders, such as employers, policy experts and social mobility practitioners, to understand key issues and trends relevant to workplace and employer-led social mobility</i> • <i>Scope and create an external advisory group to support the development of the products and services that form part of the Employer Programme</i> • <i>Seek opportunities to collaborate with external partners to share relevant content and tools, and co-create and develop new products and services</i> • <i>Ensure that insights and impact from the Index and the SMF's work with employers are communicated internally and externally</i>	• <i>A strong network of relevant stakeholders</i> • <i>Access to relevant advice and support for product and service development</i> • <i>We join forces with others when it helps us to achieve greater impact</i>
Systems and processes • <i>Work with internal and external partners to ensure the Index is as technologically efficient as possible, e.g. automating aspects of the marking and feedback process, ensuring quality monitoring, evaluation and reporting and identifying and</i>	• <i>Salesforce is accurate, up to date and used effectively across the team</i> • <i>Policies and regulations are consistently followed</i>

<i>progressing other ways to drive efficiency and maximise reach, whilst retaining the quality of the programme</i> • <i>Drive best practice and set a culture where digital tools are used effectively for relationship management and fundraising, including Salesforce</i> • <i>Maintain accurate and up to date records, using SharePoint and our Salesforce CRM to support pipeline management, income tracking and partner record</i> • <i>Comply with internal policies such as data protection and our ethical fundraising policy, as well as external fundraising regulations and legal requirements</i>	
Leadership and development • <i>Play a proactive role in leading and inspiring the team, fostering a collaborative and creative culture of fundraising, income and product development</i> • <i>Champion the Employer Programme internally, forging effective collaborations across the organisation to ensure that our work with employers is understood and celebrated, and that opportunities to promote, develop and grow are maximised. Key relationships will include colleagues working in communications, campaigns and advocacy, data, finance and programme development.</i>	• <i>You are a team player, and actively source and participate in opportunities to further yours and the team's professional development</i>

• <i>Participate in and promote learning and development opportunities, developing skills and knowledge</i> • <i>Carry out additional tasks as needed to support the team and charity</i>	
Line Management (Matrix structure) • <i>Day-to-day people management</i> • <i>Outline outcomes to be achieved, considering individual skills, capabilities, and workload to ensure a balanced distribution of work</i> • <i>Review work outputs, monitor and quality assure work</i> • <i>Manage and report on performance; deliver performance reviews</i> • <i>Identify training and development needs; employ a coaching approach, and clarify opportunities for skill enhancement and career growth</i> • <i>Recruit and induct new team members, and oversee the separation process for any leavers</i> • <i>Reasonably support well-being; provide a supportive work environment, and address any issues that may impact the well-being and morale of your reports</i> • <i>Coordinate with other stakeholders e.g. managers and departments to ensure smooth operations and coordination</i> • <i>Implement HR lifecycle policies and processes</i>	• <i>You provide ongoing feedback, support, and guidance to help your reports succeed in their roles</i> • <i>You work with your reports to set goals which align with organisational plans</i> • <i>Your reports effectively fulfil their roles</i>

PERSON SPECIFICATION

We need someone who will **demonstrate our organisational skills-based competencies**. A **summary** of each skill is emboldened in the tables **below**. Full details can be found in our performance and development framework:

Leadership: This is about how we all support, influence, and develop each other towards our shared goals.

Business planning

- You set the team's objectives and priorities; provide, review and update models, systems and processes

Influencing others

- You establish a broad network outside of the organisation and freely share your learnings from these relationships

Developing others

- You manage and build team members' capability and development to ensure effective delivery against business plans and strategy

Communication: This means considering who we are engaging with and the best means to do so to create shared understanding.

Planning and organising

- You lead the team through planning, review and development activity; you identify and resolve potential timeline issues in a timely manner or escalate appropriately

Sharing knowledge

- You proactively share your knowledge, expertise and experience, readily answer questions, challenge and respond to challenges constructively and co-create solutions

Adaptability: This means our decisions and plans are readily adaptable to changing situations as we strive for innovation and improvement.

Communicating change

- You lead the team through change - explain why change is happening; focusing on the potential impact it presents

Continuous improvement and innovation

- You review sector best practices and facilitate improvements to enable change

Willingness to embrace technological solutions

- You understand the range of appropriate technologies that can interact across the organisation, identify the opportunities and risks and utilise those that will improve the experience for wide range of stakeholders

Professionalism: This means delivering high-quality standards of work aligned to the organisational strategy and business plans.

Project management

- You plan and deliver projects, and manage risk, resources and interdependencies to deliver outcomes

Prioritising and managing workload

- You accurately estimate resource and time requirements to achieve plans and build time into plans to manage process requirements, stakeholder engagement, mitigate for risk and make contingencies

Decision- making: This means making evidence-based judgements and in line with our aims and objectives.

Evidence based decisions

- You make well-reasoned decisions by considering all available evidence, weighing up different options and balancing opportunity, risk and alignment to business plans

Measuring impact

- You methodically monitor and evaluate to determine impact

Technical knowledge, understanding and experience required

Commercial and customer service	• Demonstrable experience in managing pipelines and/or stewarding customers, demonstrating excellent customer service skills and a high attention to detail • Confidence in public speaking, presenting or facilitating workshops with professional audiences
Project management and product development	• Demonstrable experience designing, delivering and developing programmes, products and/or services that meet organisational needs • Demonstrable experience in project management, shaping long-term strategy while managing day-to-day operations and delivery
Stakeholder engagement	• Strong interpersonal and communication skills, with experience building and managing relationships
IT skills	• Experience using Microsoft Office • Experience of using or understanding of CRM software to effectively support pipeline and partnership management e.g. Salesforce • Experience of or understanding of managing and using digital platforms for programmes, products and/or services
Policy and data skills (desirable)	• Understanding of issues related to social mobility, diversity and inclusion, or workforce development • Understanding of and/or experience in benchmarking tools, indices or assessment frameworks

General requirements

Ways of working	Most of our work is office based, but you will spend a lot of time collaborating with other teams and clients via email, telephone and other communications channels such as Teams or Zoom.
Travel	Able to travel around the UK as necessary. Some travel, to other offices and other locations, will occasionally be expected.

APPLICATION PROCESS

If you are interested in applying for this role, please head over to our website and submit an application with the following information:

- 1) An outline of your previous relevant job roles (job title and dates only)
- 2) A cover statement outlining your suitability for the role, with particular emphasis on how your experience, skills and knowledge meet the person specification

If you have any questions about the role, please contact the hiring manager, Rozie Corbett: rozie.corbett@socialmobility.org.uk

Thinking of using AI to help with your application? AI tools (such as Chat GTP, Gemini and Copilot) can help you research the SMF and the role you're applying for. They can also help you structure your application. The applications that **stand out** most are the ones that feel genuine and reflect your unique self and experiences.

Please note:

- Generic or incomplete applications will not be considered.
- Applications are reviewed on a rolling basis; however, the job advert will not close before the stated date.

The Social Mobility Foundation is an equal opportunity employer and values diversity and applications from all backgrounds.

Closing Date: 11:59pm on Thursday 3rd September 2026

HOW WE SELECT

Your application will be blind-marked according to the person specification.

If you are shortlisted, we will invite you to a 60-minute virtual interview. During this time, you will be assessed on your responses to competency and scenario-based questions. More information about the interview will be emailed in advance.

Interviews are scheduled to take place between 8th and 9th September 2026, with multiple slots available at different times throughout the working day.

After we have held all of the interviews, we'll email about the outcome of your application. Please be aware that due to the volume of applications, we can't provide specific feedback on the application stage. We will be able to provide feedback on interview performance at a later date, if requested.

ACCESSIBILITY AND ADJUSTMENTS

We want you to have every opportunity to shine and to show us your talents - please let us know if there are any reasonable adjustments we can make to ensure the recruitment process works for you.

If you require a different format of the application form, such as large print or Word format, or if you would like to discuss any specific requirements, please get in touch with us at HR@socialmobility.org.uk or call 0207 183 1189 and ask to speak to a member of the HR Team.

CONTACT US

For more information please [visit our website](#).

If you have any further questions about the role, please contact the hiring manager, Rozie Corbett: rozie.corbett@socialmobility.org.uk

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