



## In2careers Manager

**Salary Range:** £37,000 - £40,000 per annum

**Length of Contract:** Permanent, full time

**Start date:** ASAP

**Location:** Remote

### Background /Summary

In2scienceUK's aim is to promote social mobility and diversity in science, technology, engineering and maths. We do this by leveraging the skills and passion of researchers and STEM professionals to support young people from low socio-economic backgrounds to achieve their potential and progress to degrees and careers in STEM.

This role is an exciting opportunity for a passionate, experienced and creative professional to build on our success so far. We see this role as pivotal to achieving our aim of becoming a true social mobility charity that gets talented young people into high paying jobs.

### Role Summary:

As the In2careers Manager, you will be responsible for developing and delivering the alumni offer which is the In2careers platform. This currently includes a mentoring scheme, monthly newsletter, online workshops, Alumni Conference, job boards and more.

You will be responsible for developing any new activities and initiatives for this platform that build on our aim of getting young people from low socio-economic backgrounds into employment.

### Duties and Responsibilities

As the In2careers Manager you will be someone who enjoys working with young people and has an understanding of the barriers facing young people from low socio-economic backgrounds to access higher education and STEM careers.

This role sits within the Development team but has strong links across the organisation. This role has elements of fundraising mixed with programme delivery and will suit someone who can get excited about programme development and delivery as well as building lasting partnerships with key funders.

Your specific areas of responsibility will include but are not limited to:

- Evaluating current activities and developing new ideas and initiatives for the programme
- Securing partners that support the mission of this programme
- Generating income for the programme
- Developing and delivering the ongoing Alumni mentoring programme
- Online and in person event development, management and delivery, including careers fair and networking events
- Generating relevant content for the platform
- Maintaining up to date records through the programme's database, supporting
- Managing the evaluation of the programmes in collaboration with the Operations team
- Communicating Alumni activities to the wider team
- Supporting team members to create reports and other Alumni data related activities

## **Person Specification**

### **Knowledge**

- An understanding of social and economic barriers that prevent some young people from progressing to higher education and STEM careers.
- Knowledge and understanding of the STEM sector, including higher education and industry.
- Knowledge of career development, advice and support
- Knowledge of the role of recruiters in the job market

### **Skills and Experience**

#### **Essential:**

- IT skills
- Ability to write clear, accurate and appealing text for different audiences
- Project management
- Excellent verbal presentation skills.
- Experienced line manager
- Experience of developing or delivering alumni programmes or career development programmes
- Experience of developing and delivering events and workshops, particularly online
- Experience of developing and maintaining strong working relationships with internal and external partners

### **Personal Qualities**

- Excellent communication and interpersonal skills that adapt to a range of audiences.
- Highly organised and efficient, able to prioritise tasks and be persistent
- Show respect, humility and discretion in working with others
- Responds to situations calmly, flexibly and appropriately, displaying resilience particularly when faced with challenges
- Can work to a deadline
- Can work independently and collaboratively

We are looking for a person with a can do attitude, a willingness to learn on the job and be a team player. If you feel you meet this requirement, but are missing some of the above attributes please do still apply.

## **Benefits:**

At In2scienceUK we practise what we preach by giving all staff opportunities to progress in their careers. You will have the opportunity to develop your own bespoke training and career development plan with guidance from your line manager to get you to the next level from day one.

Although we take our career development seriously we also value work-life balance. You will have the opportunity to work flexibly from home, balancing your caring responsibilities, volunteer commitments, hobbies and anything else that makes you happy.

In2scienceUK is a remote based organisation, that requires occasional travel across the UK for events and staff co-working days.

You will have 28 days of annual leave per annum, plus bank holidays.

## **Commitment to Safeguarding:**

In2scienceUK is committed to our responsibilities for safeguarding and promoting the welfare of children, young people and vulnerable adults as outlined in Working Together to Safeguard Children. We are committed to recruiting candidates who share this commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that the people selected are right for the job, and that all candidates are appropriately screened prior to appointment.

The following pre-employment checks will be undertaken as applicable:

- References
- DBS check and/or Overseas criminal records check where applicable
- Self-Disclosure
- Identity check
- Right to work in the UK
- Evidence of qualifications applicable to the role
- Confirmation of registration with applicable registered body where applicable

Many of our roles involve working with children and we will therefore take up references prior to your appointment. You should provide details of referees including your current and previous employers, covering the last 5 years. Your current or previous employer will be asked about disciplinary offences relating to children, if the role involved working with children, including any in which the penalty is time expired. We will also ask if you have been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure.

## **Application procedure:**

Please apply via Charity Job by uploading your CV (2 pages maximum) and a cover letter (2 pages maximum). Please use your cover letter to demonstrate how you meet each of the Person Specification competencies outlined above.

The deadline for applications is 11:30 pm on Friday 10th May 2024. Applications will be reviewed as they are received so an early application is advised.

Please note, this advert may close earlier than the indicated deadline.

For more information on the work we do please visit our website: <https://in2scienceuk.org/> . For an informal discussion about the post, please contact Ty Watson, our Director of Development by email at [t.watson@in2scienceuk.org](mailto:t.watson@in2scienceuk.org).