



preparing young
people for the
world of work

Job Description: Business Engagement Manager

Position: Business Engagement Manager

Hours: 21 hours, 3 days per week

Contract: Fixed Term for 12 months with the possibility of extension (pending funding conversations with existing partners).

Region: Tees and Tyne

Location: Homebased. Must be able to travel occasionally to locations across Tees and Tyne to attend meetings with employer partners. Approx 1-2 times per month.

About Career Ready

We are a UK social mobility charity that believes that every young person deserves the opportunity to enjoy a rewarding future.

We were founded in 2002 by leading business figures with a mission: to boost social mobility by empowering young people and giving their talents a platform to flourish. Since then, we've grown across the UK to support young people in areas of need.

Our programme gives young people the key skills, confidence, and experiences they need to kickstart their futures. In partnership with our network we deliver a targeted programme providing young people aged 16-18 with a paid internship and mentor, workplace visits, and skills masterclasses.

Our organisational values underpin how we work and are at the core of everything we do. Career Ready's values are: **trust, bravery, collaboration, empowerment and inclusion.**

Role purpose

This is a new role that will work in collaboration with our Regional Manager for Tees and Tyne and our Partnerships and Income team.

The main purpose of role is to grow, develop and deliver all aspects of the day-to-day relationship management of local employer and corporate partner supporters in the Tees and Tyne region.

You'll take the lead in generating relationships with local employers to provide volunteers, paid internships and donations.

Main responsibilities and accountabilities

Partnership Management, Stakeholder Engagement & Business Development

- Working alongside the Tees & Tyne Regional Manager to respond to the needs of the programme, ensuring that our young people have meaningful encounters with a range of employers from a diversity of industries and sectors.
- Day-to-day operational account management for employer supporters, ensuring they have excellent experiences.
- Full partnership and operational account management for lower-level funders in your region.
- Promote the contribution of Career Ready and awareness of Career Ready to potential supporters and assist in engaging their commitment to give both practical and financial support.
- Engaging new corporate, third and public sector organisations to directly support the programme delivery, working with the Head of Programmes to launch and grow the Tees & Tyne Regional Action Board (developing a great relationship with them, and agreeing targets with the Chair).
- Work with the Programme and Partnership and Income teams to develop and deliver the overall employer engagement strategy for the area ensuring that the number of mentors (one for each student participating) is matched with the paid internship commitment and that employer volunteers are in place for masterclass delivery and workplace visits.
- Working with the Partnership Manager leading the relationship with BP to help generate leads with local businesses that are connected to BP's activity in the region.

This Includes:

- Promoting Career Ready to potential supporters, engaging their commitment.

- Management of relationships with employer supporters through regular 'keeping in touch'.
- Directly pursuing a prioritised list of prospect employers in the region in line with our organisational strategy. This work will be supported by Partnership Managers and Head of Programmes
- Using our SME Internship Investment Fund, seek small and medium sized businesses to provide a mentor and host an intern, seeking as much match funding as possible (e.g., we pay for 1 internship and you pay for 1; 50% of internship funded).
- Support engagement, experience and deliver on the programme commitments to corporate partners in your area.
- Support the Head of Programmes and Partnership Manager with programme reporting requirements specific to corporate partners, trusts and foundations.
- Ensure a seamless experience for prospects entering the organisation, guiding them through the employer customer journey.
- Support the engagement of targeted employers in key sectors and regions, collaborating with income generation colleagues to develop mid to higher value prospects.
- Support the development of bids and pitches, connecting colleagues into their contributions across those efforts.

General

- Promote a commitment to high standards of service, and to equality of opportunity through leadership and good practice.
- With the Chief Executive, Director of Programme and Operations, and Heads of Programme, monitor the state of Career Ready in the region and seek ways to promote its achievements and improve the service given by the central staff team.
- Attend quarterly team meetings (usually held in London)
- Attend training days with the national team (approximately 2 times a year – these have tended to take place in London).
- Ensure that all regional management information is submitted to the national Salesforce database in a timely and accurate way.
- In collaboration with the Career Ready team, raise our and key stakeholders' profile in the area, celebrating success via socials and the local media, business and education communities.

- Undertake public speaking as required to promote the work of Career Ready in the area.

Person Specification

This is a wonderful role that requires passion for our purpose and a broad range of skills, experience and the ability to demonstrate an understanding of the environments we operate in. You can develop, grow and maintain valuable and valued relationships through your motivation for what we do, with a passion that inspires and engages others, alongside the capacity to identify and manage multiple priorities. You need to thrive on attention to detail, be able to listen to what is not said, be well organised and confident to engage with and influence a wide range of people. You will research and approach opportunities and outcomes with an entrepreneurial mindset.

Experience Required:

- Demonstrated experience in managing employer accounts and generating income
- Developing, growing and maintaining a broad range of stakeholder relationships
- Experience of inputting into impact reports

Skills, Knowledge and Behaviours:

- Able to plan and execute events and presentations to a high standard, taking into account different audiences and communication styles
- Self-assured with great listening and negotiation skills to influence and communicate inspirationally, accurately and effectively to a wide variety of audiences
- Invests in understanding the bigger picture to enable local plans in service of our strategy and innovations which fit with Career Ready's mission, values and practices
- Composed and engaging whilst managing multiple activities and processes that, when combined, are the recognised high quality, high care, high impact Career Ready programme
- Confident enough to manage and motivate yourself to deliver a range of outcomes and able to seek the views, ideas and wisdom of others
- Truly great organisational skills, able to prioritise, keeping stakeholders informed and engaged
- Ability to interpret and utilise data effectively.

- Demonstrated expertise in income generation, business development, and account management.
- Commitment to demonstrating Career Ready's values
- strong IT literacy skills (CRM system [Salesforce] /Office 365 - Microsoft Teams, Word, Excel and PowerPoint) and are social media savvy.

Benefits

You will be rewarded with the following benefits:

- 6% contribution to personal pension plan, subject to 3% employee contribution
- Annual leave: 25 days per annum plus bank/public holidays. The charity is also closed between Christmas and New Year and there are an additional 2 days of leave available in August. Career Ready also allows flexible use of 7 Bank & Public Holidays
- Interest-free season ticket or bicycle purchase loans (or Cycle To Work Scheme).
- Access to both our Reward Gateway Portal and an Employee Assistance Programme
- Flexible working

We regret that Career Ready is unable to offer visa sponsorship and candidates must be able to demonstrate their right to work in the UK.

We are committed to the safeguarding of young people. The role-holder will be required to complete an appropriate level of DBS check.