

Job applicant information pack

Programme Coordinator
FTC to 31 Aug 2025



Help discover talent

A message from our CEO, Jenni Anderson

All of us at The Talent Foundry believe that a young person's success should be determined by the talents and abilities they have, not where they come from.

All too often we hear from teachers in our school network that those from underserved communities are missing out on the skills and development opportunities that could completely change their futures.

This is why we offer free programmes in schools which ignite and enhance a young person's confidence in the abilities that they have - and connect them to employers and industries where they can have a successful career.

Improving social mobility is a team effort, and we offer an opportunity where people from all backgrounds can thrive and contribute.

This year we've grown and expanded our work with our wonderful partners from the commercial and public sectors to reach thousands more young people develop their skills and confidence. We work with Barclays LifeSkills, Dell Technologies, KPMG and the NHS (amongst many others) to showcase exciting careers and workplace skills in classroom.

We know we can do more and I hope this job pack inspires you to join us.



Our impact

Our mission is to increase social mobility by helping young people from underserved backgrounds discover what they are amazing at, develop valuable new employment skills, and take that first step into the world of work.

We are founded on two core beliefs:

- **firstly**, we believe that everyone has something they can be amazing at. They just need to discover what that is, and we can help them do that.
- **secondly**, we believe that all young people deserve equal opportunities in life, regardless of their background or financial circumstances.

[You can read more about our Theory of Change on our website.](#)

This year we delivered a record-breaking 32 employability programmes working with 21 partners across England, Wales and Scotland.



45,792

YOUNG PEOPLE SUPPORTED

Sectors we supported:

Engineering, Healthcare, Rail, Finance, Professional Services, Entertainment, Technology, Construction, Retail, Sciences, Built Economy.

We are proud that our programmes are recognised by the Skills Builder Impact Accreditation

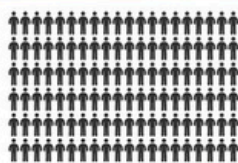
- Network Rail Track to the Future - Impact Level 4
- KPMG WorkReady - Impact Level 3
- M&G Enterprise Challenge - Impact Level 2
- The Bid Idea Workbook - Impact Level 2

Highlights

Programme activities



4% intensive connections
35% career insights and building skills
61% lightbulb moments



1,452

industry volunteers



1,482

workshops delivered

21

- corporate ✓
 - public ✓
 - voluntary sector ✓
- ...partners



...84% of workshops are in-person



4 industry nominations for our partnership work

Active in **83%** of local authorities in England



Our values

Our **team values** are essential to achieving our mission.

Everyone on our team is:

- Passionate about the charity's vision to improve social mobility
- Motivated by team success
- Proactive in getting things done

The values of **ambition, inquisitiveness**, and **inclusivity and equity** guide us in everything we do:

We are **ambitious** for young people, our partners, and for ourselves. This means we strive to help everyone discover their talents and abilities, and support them to develop the confidence to use them.

Whether we're working with students or with each other, we believe that setting high goals and pushing ourselves to achieve them is key to success.

We are also **inquisitive**. We welcome feedback and spark discussions around how to continuously improve ourselves and our work. We're not afraid to ask questions and seek out bold new ideas, keen to learn and grow.

Finally, we are committed to **inclusivity and equity**. We believe that everyone should have equal access to opportunities and resources, regardless of their background or circumstances.

We work to create safe and welcoming spaces where everyone feels valued and respected, and to identify and address systemic barriers that prevent young people from underserved communities from achieving their full potential.



Programme Coordinator

About this role and where it sits in the team

You will provide essential customer service and administrative support to ensure the smooth delivery of our inspiring employability and skills-focused workshops in schools.

This is a highly administrative, desk-based role that will suit someone who thrives in a fast-paced environment, handling routine tasks with precision. Your attention to detail and ability to manage multiple priorities will play a vital part in helping young people develop the skills and confidence needed for their future careers.

Working across multiple programmes for primary and secondary-aged students, your organisation will ensure successful outcomes. You will work with a number of Programme Managers and as part of a team of other Programme Coordinators, as well as our industry partners, teachers, and volunteers. Your role will be pivotal in ensuring the administrative foundations are in place to deliver impactful programmes.

You will have a close working relationship with our network of freelance facilitators, maintaining clear communication to meet each programme's objectives.

As a significant portion of this role is remote, self motivation is key, and you should be comfortable working both independently and as part of a team. In addition to working remotely, you will also frequently work collaboratively in-person with colleagues, schools, facilitators, and volunteers, as well as via MS Teams, email and phone, so confidence communicating through a range of different mediums is crucial.

This role is ideal for someone with a passion for social mobility and education, who wants to make a real impact, and who can see the bigger picture behind the detailed, routine daily tasks. If you are self-motivated, enjoy working with diverse stakeholders, and excel at balancing priorities in a dynamic environment, this could be the right fit for you.

Most importantly, you will ensure that everything we do enhances our support to young people from underserved communities so they can discover what they're amazing at.

"I enjoyed every workshop. It helped me develop my teamwork skills in a comfortable environment. It broadened my knowledge of career opportunities and the sessions were fun."

Key responsibilities

What you will be doing

You'll be a brilliant administrator, someone who is experienced in using initiative and technology to support programme delivery, to ultimately upskill thousands of young people.

On a daily basis you will be following established processes to organise and coordinate the end-to-end delivery of large scale employability programmes and events for underserved schools across the United Kingdom.

As part of the Programme Coordination team, you will actively identify ways to support your colleagues to balance competing priorities and keep projects moving towards their goals.

Multiple projects coordination

Working closely with Programme Managers and Schools Engagement Officers, you will juggle competing priorities to ensure that schools and volunteers have nothing but the best experience with The Talent Foundry, coordinating their participation from end-to-end.

You are a strong communicator, and you'll confidently and clearly keep the wider team informed about the projects you're working on. You recognise the importance of a 'one-team' approach and want to share best practice.

You will be comfortable working in a dynamic and fast-paced environment and have experience working towards ambitious objectives. You are solutions-driven, with a desire to collaborate to identify the most appropriate solutions. In this role, resilience is key. When set-backs inevitably arise, you will maintain a level-headed approach, and your ability to navigate difficult situations with determination will be pivotal to the success of the programme.

Use systems and administrative processes

With support from the wider team, whether you are planning a busy diary of school bookings, liaising with students or commissioning facilitators, you will find the most efficient ways of working. **This includes sourcing and booking transport, accommodation and/or ensuring consideration has been made for technical requirements at schools and venues.**

You will be working with multiple spreadsheets, databases and a CRM system, so you will be familiar and confident with these tools as well as being proficient with the Microsoft package. You will be confident in learning and adapting to the organisation's existing processes, with the initiative to suggest ways to improve efficiency where appropriate. Self-driven and quick to learn, you will be able to grasp these processes swiftly, ensuring you can operate effectively while also contributing to ongoing improvements within the team.

Focus on feedback and customer service

You are driven by a desire to offer high quality, effective interventions and opportunities for the young people we work with, and you recognise that effective planning and administration is key to this.

You will work closely with Programme Managers and the Schools Engagement Team to implement TTF's strategies for reaching more schools in our focus areas and ultimately help more young people discover what they are amazing at.

You want to know that what we do works, so you'll be keen to see our programmes in action by attending workshops and seeking out feedback from teachers, students and volunteers. You're excited to build on the feedback you secure, to ensure continuous improvement and excellent customer service to our teachers and partners.



Everyone in our team:

- Operates as a flexible team player and provides a high level of self-administrative support to facilitate a 'one team' approach
- Understands and complies with, all policies and procedures at TTF including Safeguarding, Health & Safety and Data Protection & GDPR responsibilities
- Supports diversity and equal opportunities for all, appreciating, and supporting the role of other professionals
- Attends and participates in monthly in-person Team Together Days (London), TTF meetings, workshops, events, training and learning activities
- Undertakes all other duties commensurate with the level of the post as required



Person specification

Knowledge and skills

Experience

- Managing multiple and often conflicting priorities
- Use of MS Office to operate efficient programmes
- Understanding of and interest in the education sector
- Working in a fast-paced environment
- Working remotely or in a hybrid environment
- Understanding the importance of deadlines and achieving targets
- Event organisation/coordination (desirable)
- Utilising CRM system (desirable)

Skills

- Excellent written and verbal communication skills
- Planning, coordination and organisation
- Time management
- Customer service delivery focussed with a desire to achieve targets and objectives
- Analytical skills
- Technology (inc. MS office, including Excel and spreadsheets) and seeking ways to maximise IT in administration
- Problem-solving and using initiative
- Strong accuracy and attention to detail

While it's not a criteria, we're especially interested to hear from applicants who have lived experience of some of the challenges young people from disadvantaged backgrounds are facing today.

It's also important to us that the people we hire do not discriminate. We believe in being inclusive and giving everyone an equal chance to succeed. Applications are welcome from all regardless of age, sex, gender identity, disability, marriage or civil partnership, pregnancy and maternity, religion or belief, race, sexual orientation, transgender status, or social economic background.

"I learnt so much and now think I know what I want to do in the future."

Job details

Salary and benefits

Salary - £26,000

Annual leave - 28 days, plus Bank Holidays

Reports to - Programme Manager

Hours - 37.5 hours per week, Monday to Friday

We are open to hearing from candidates who are seeking part-time hours, such as 3 days (0.6FTE) or 4 days (0.8 FTE) per week, please note this on your application.

Contract - Fixed Term Contract to 31 August 2025

Place of work

This is a hybrid role. You will be working from home (IT equipment provided), with 2-3 individual days per month (on average) in London for Team Together Days in a co-working space. These days are considered as commuting days.

This role also includes regular travel to projects and visits to schools across the UK (expenses paid).

Also:

- Employee Assistance Programme
- Training and development budget
- Quarterly social activities at a team together day
- The afternoon of your birthday off (or the morning after)
- Enhanced maternity package after three years service
- Pension scheme including employer contributions



To apply

- A comprehensive CV
 - please include a note if you have any employment gaps
- A covering letter or personal statement outlining (max two pages):
 - Your skills and relevant experience in relation to person specification
 - An example of a project or programme you have coordinated, including reference to key successes and challenges and your role in these
 - Tell us how your values are aligned to the mission and vision of The Talent Foundry

How to write a good application

While we encourage the use of innovative technology in our work, we want to hear your voice and personality in your application. AI is a tool, not a shortcut. This doesn't mean asking AI to do the work for you, or copying and pasting answers, as this would limit the way you can showcase your personal experiences and strengths.

In your cover letter consider telling us your skills, experience or approach to the headings and activities we've outlined in 'Key Responsibilities.' Then tell us about how you meet the person specification.

We know applicants will not have 100% of the skills and experiences outlined in the person specification, so give us a clear and concise review of the strengths you have and where you are looking to learn and develop in this role.

Applications that fail to meet this criteria will automatically be discounted.

Please let us know if there is anything we can do to make sure the application process works for you.

Closing date

We are actively hiring for this role and will be interviewing successful candidates on a rolling basis in October/November 2024. The preferred start date for this role is December 2024 or January 2025.

Next steps

If you are shortlisted for the role, you will be invited to a virtual interview on MS Teams with the Hiring team. We always send interview questions for the first round out in advance. Second interviews, including a technical test, will be in-person and reasonable travel expenses will be reimbursed.

Safeguarding

We are committed to safeguarding and promoting the wellbeing and welfare of children and we require everyone associated with The Talent Foundry Trust, including all trustees, employees, and volunteers to share this commitment.

Successful applicants will need to undergo child protection screening appropriate to the role, including completing our Safer Recruitment process, references from past employers and Disclosure and Barring Service checks.