

## **Royal National Children's SpringBoard Foundation** **("RNCSF")**

### **Programmes Support Officer**

#### **About the Foundation**

Royal National Children's SpringBoard Foundation ("RNCSF")'s vision is to promote social mobility through providing access to a great education for young people facing or who have faced some of the most complex and challenging circumstances. By harnessing the power of fully funded placements and targeted outreach activities available in the UK's independent and boarding schools, we provide educational opportunities that are transformational for young lives, and in so doing seek to create a sustained 'ripple-effect' of growing aspirations and achievements across underserved communities and vulnerable groups.

Since 2013 we have supported over 1,000 young people to access the life-transforming opportunities provided by fully funded places at independent and state boarding schools, working with 150 member schools who are united by a shared commitment to build more diverse, inclusive, and representative school environments. We have ambitious plans to ensure that 2,000 young people are supported through our work by 2025.

#### **Our strategic aims**

Our network of schools is at the heart of all that we do. Typically, 90% of the cost of a RNCSF bursary placement is met by the boarding or independent school. We harness schools' commitment to using their fantastic educational environments as an engine of social mobility, coordinating a sector-wide effort to target bursary and outreach schemes for those that most need access to these opportunities.

We do so by:

- Identifying children and young people facing or who have faced complex and challenging home circumstances, for whom a fully funded place at an independent day or (independent and state) boarding school offers a life-transforming opportunity
- Influencing schools to make available more fully funded places; and recommending children and young people who we identify through our programmes to the schools best suited to their needs and interests and providing multi agency support to ensure they thrive through their placements
- Encouraging those children and young people on leaving school to realise their ambitions, navigate fulfilling careers and make positive contributions in their communities through a vibrant alumni network programme
- Ensuring targeted access to other educational opportunities available in independent school "outreach" programmes for children and young people who are looked-after, or on the 'edge of' care but for whom a school placement is not possible e.g., mentoring provided by staff within the independent school sector.

To do so we have a fundraising strategy to secure c.£2 million p/a in donations, used to help to unlock schools' own efforts to fund as many bursary places as possible.

The return on our c.£28m Capital Fund covers the costs of our small team of 12 individuals. We are ably supported by the involvement of our committed Royal Patron, Her Royal Highness The Princess Royal and an impressive and diverse body of dedicated and enthusiastic Trustees.

## **Purpose of the role**

We are seeking a dynamic, motivated and bright graduate as a crucial member of our Programmes Team. The Programmes Officer's role is to coordinate a range of projects relating to the identification and support to children/young people provided with the opportunity to attend boarding and day schools through the bursary programme. You will join a small, close-knit team of 14 staff all passionate about the role that independent and state boarding education can play in lifting the life chances of the most underserved and vulnerable children. The role has a broad remit to support all those in the Programmes Team and so offers exciting opportunities to gain a strong understanding of all aspects of the charity's work.

### **Key Responsibilities:**

- **coordinate and co-manage the applications and recommending to available school placements of pupils in the partnerships programme**
- **assist in the development and implementation of exemplary "wrap-around" care and support for all pupils supported by RNCSF**
- **have full regard to RNCSF's policies and procedures and uphold RNCSF's reputation, aims and values**

### **Managing the placement and support for children and young people referred through the partnerships programme**

- Coordinate and manage support to RNCSF's partner organisations and children/ young people applying for the programme; including all aspects of the admissions' processes
- Providing operational support to all members of the Programmes Team with the handling of enquiries and providing advice and guidance as needed to partners and families and the teams around children
- Supporting the transitions of young people as they prepare to start their new school placements, and as they prepare to complete their bursary placements (working closely with the RNCSF Alumni Engagement Officer)
- Once pupils start their placements, assisting in the monitoring of their pastoral and academic progress e.g. monitoring the STEER platform and attending "Pupil Progress Calls"
- Reflect on information about pupil needs to support the team in adapting and improving the 'wrap-around' care/support provided to pupils
- Manage the supporting administration and organisation of RNCSF's Attachment and Trauma Informed Practice school training programme
- Participate in the drafting of relevant reports to be used in fundraising and Trustee communications.
- From time-to-time lead or contribute to additional projects, tasks or activities in line with operating requirements

### **Communications**

- Participate in the development, organisation and delivery of relevant events, training courses and information sessions for RNCSF's community partners, local authority partners, partnership organisations and schools;
- Develop, co-ordinate and maintain dialogue with current pupils and their families as required
- Identify ways to build the evidence of positive outcomes and impact, supporting the Impact Evidence Manager to relate trends in outcomes of relevance to a broader audience and disseminate that learning to key audiences.
- Support with data quality and assurance for the Programmes Team, ensuring that the CRM (Salesforce) and databases are used to improve efficiency and for effective internal communications

### Person Specification

	(Essential) (Desirable)
<u>Qualities, Attitudes and Values</u>	
Strong and demonstrable commitment to RNCSF's vision, mission, values and policies/procedures, including safeguarding and protection of children & equal opportunities.	(E)
Enthusiasm, a 'can do' attitude and a willingness to take on new challenges.	(E)
A passion for working with children and young people from diverse backgrounds and putting them at the heart of our work.	(E)
Prepared to be flexible, adaptable, resourceful and resilient to manage changing priorities	(E)
<u>Skills</u>	
Strong verbal and written communication skills.	(E)
Superb organisational, administrative and IT skills.	(E)
Ability to juggle multiple tasks and complete work within fixed deadlines.	(E)
Ability to show initiative and take personal responsibility for completing tasks	(E)
Focus on the detail, whilst not losing sight of the bigger picture	(E)
<u>Knowledge</u>	
Of the issues and challenges facing children and young people from areas of high socio-economic deprivation, who are looked after by local authorities or facing vulnerabilities	(D)
Of issues affecting the boarding (both state and independent) and independent day, schools' sector.	(D)
Of effective strategies to enhance digital media presence	(D)
<u>Experience</u>	
Of working with children and young people	(D)
Of managing projects to differing timescales	(D)
Of building productive relationships with a range of stakeholders	(D)

## Terms and Conditions

**Contract:** Permanent

**Hours:** This position is full time.

**Reports to:** Ryan Bromilow, RNCSF's Head of Partnerships

**Annual Salary range:** £25,000 - £30,000

**Start date:** as soon as possible

**Location:** This role can be offered on a hybrid basis. RNCSF's hybrid workers are located at our offices in Shepherd's Bush, West London (a shared educational charity office hub) on 2 days per week. Significant UK travel may be required for pupil home and school visits.

**Benefits:** Auto-enrolment in the NEST pension scheme (details available on request) and 32 days' holiday plus bank holidays. RNCSF is an organisation dedicated to the development and progression of our staff, and our competency framework outlines progression metrics and associated salary banding so team members can see what is required to move up the banding.

**Right to Work:** All applicants must have the right to work in the UK.

Given the responsibilities of this role the offer of employment will be conditional on **an enhanced DBS Check**. You are required to declare any criminal convictions ahead of this DBS Check.

## Diversity and Inclusion

*We are committed to cultivating a fair and inclusive environment, where everyone can be themselves and thrive. We especially encourage applications from people from black and minority ethnic backgrounds, LGBTQ+ people, people with disabilities, those with lived experience of our programmes, and people who have experienced forms of exclusion or marginalisation. Particular weighting will be given to former beneficiaries of the charity or those with relatable life experiences.*

## How to Apply

- Please submit a cover letter and CV through the Charity Job portal
- Your cover letter should answer the following questions and be no longer than 1 ½ A4 sides:
  1. Why do you want to be part of the Royal National Children's SpringBoard Foundation team?
  2. Give examples of how you meet the experience, skills and technical competencies set out in this Job Description and Person Specification.

If you have any questions about the role, you can email [rd@royalspringboard.org.uk](mailto:rd@royalspringboard.org.uk)

**Application deadline: 3<sup>rd</sup> April 2024**

Successful candidates will be notified by 17<sup>th</sup> April 2024. Interviews will be held in the week beginning 29<sup>th</sup> April 2024, in person at our offices in London, W12.

## Safeguarding

**RNCSF is committed to safeguarding all the children and young people we work and interact with.** We take this responsibility seriously, with the focus being on their safety and welfare. As we are a small team, it is likely all our employees will have some interaction with children and young people we work with, whether at an event or through our youth engagement work and therefore all offers of employment are conditional on referencing and Disclosure and Barring Service (DBS) checks and all employees are required to take part in regular safeguarding training. For more information, please refer to our [Safeguarding Policy](#).