



# Careers Development Manager

## Applicant Pack



# Welcome to LTSB

## Thank you for considering working with us at LTSB.

It is an exciting time to join the charity as we embark on a new five year strategy. If you are passionate about Social Mobility and motivated by supporting young people living in some of the UK's most deprived areas, this could be the charity for you!

The application process for **Careers Development Manager (Manchester)** has two stages:

- A first round interview, held remotely over Zoom
- A second round presentation, in person, with a panel including beneficiaries

Interview dates 1st round - W/C 4th November

Interview date 2nd round - W/C 18th November

Role start date: Monday 13th January 2025 (TBC)

To apply, submit a CV and a personal statement of no more than two pages outlining how you fit the person specifications, and why you feel you can contribute to LTSB's work. Submissions should be made via our **HR portal**. Apply by 5pm, Sunday 27th October 2024.

If you are interested in discussing the role or the charity in advance of applying, please contact **Jacquii Dube** on jacquii@ltsb.charity

**Good luck!**



Rob Burton,  
CEO, LTSB



### Our four key aims are:

- **Promoting** opportunities to those from under-represented backgrounds
- **Preparing** young people for the workplace, and the workplace for young people
- **Placing** candidates in careers, stewarding and contextualising their application
- **Providing** pastoral care - a support network for the first year of their career.

# About Us

**LTSB is a social mobility charity that works with bright young people from disadvantaged backgrounds, ensuring they find meaningful, skilled careers – and that companies get positive, effective staff who can make a difference from their first day.**

We don't just get young people jobs. We launch careers. When diverse talent is given preparation and support, they *thrive* – and longer term, that means more representative management which can better train and retain a more representative workforce. This is a charity that makes a lasting impact, both for our young people and their families, but for our employers too.

Since 2012, over 1500 young people have been on our bootcamps:

- 86% have completed and 99% would recommend our programme
- 74% of those who complete have started careers in companies like NatWest, RSM, BDO and BKL
- and of those, 89% are still in their role after 12 months.

For more, see: [www.ltsb.charity/impact](http://www.ltsb.charity/impact)

## Our Values

**We are BOLD.**

- **BESPOKE:** using our authority and expertise to meet the specific needs of our stakeholders.
- **OPEN-MINDED:** respecting young people's unique differences and seeing their potential.
- **LEADERS:** enabling social mobility by challenging discrimination and inequality.
- **DETERMINED:** committed to empowering long term change.

**We are a small team and who you are is just as important as what you do. As an equal opportunity employer we are looking for people from all walks of life, if you are unsure as to whether that's you, talk to us.**



# Job Description

<b>Job Title:</b>	Careers Development Manager
<b>Department:</b>	Programmes
<b>Reporting to:</b>	Programme Manager
<b>Salary:</b>	£30,000
<b>Hours:</b>	37.5 hours
<b>Location:</b>	Manchester
<b>Contract Type:</b>	Full Time
<b>Closing Date:</b>	5pm, Sunday 27th October 2024.

## About the role

Our Careers Development Managers (CDMs) are the main point of contact for young people on our social mobility programmes. The main focus of the role is the recruitment, development and support of young people into meaningful careers.

CDMs create recruitment networks in their areas and lead bootcamps to improve their employability (e.g. interview techniques) and to enhance their personal and leadership abilities (e.g. critical thinking). Once young people are hired, CDMs use their established relationship to provide pastoral care and in-work support.

LTSB's vision is A world where all young people can choose their careers, with an emphasis on improving the lives of young people from disadvantaged backgrounds. The successful candidate will have a proven commitment to improving the lives of young people from disadvantaged backgrounds, and they have an excellent understanding of social mobility, diversity and inclusion issues, and how these factors impact young people.

LTSB does not have its own offices, so you will work remotely, but this role has significant in-person delivery expectations at partner organisations and corporate supporters, as well as occasion travel to our city hubs Birmingham, Liverpool, London, and Manchester. Position will require DBS Disclosure at enhanced level.

## Main Responsibilities

### **Recruiting young people:**

- Active recruitment for assigned programmes, including establishing and maintaining referral networks
- Manage the progress of allocated candidates through our selection process efficiently, with a high standard of communication
- Record recruitment pathways, analyse and report on results

### **Bootcamp delivery:**

- Develop a programme that meets the LTSB curriculum and responds to the needs of individuals in the cohort
- Deliver the programme curriculum, including employability workshops  
Management of progress reports and maintenance of records
- Formulate individual development plans and provide regular 1:1 feedback to young people
- Liaison with delivery partners, hosts for activities, and guest speakers
- When appropriate, work closely with LTSB's Partnerships Manager to secure support and space to deliver workshops in corporate environments
- Work with LTSB's Employment Team to help secure outcomes for all young people

### **Pastoral care:**

- Maintain and develop employer relationships (potentially creating further opportunities)
- Conduct regular support meetings with each young person during placement, providing personal development and pastoral support
- Develop and manage professional relationships with representatives from employers, such as those volunteering as mentors to our young people

### **General responsibilities:**

- Accurate and timely record keeping throughout all stages of a young person's journey through the LTSB programme
- The CDM will be required to adhere to LTSB policies and procedures.

## Person Specification

### Essential

- A strong interest in and knowledge of the issues that affect social mobility
- Strong affiliation with our values and purpose
- Experience of working with young people (16-24) in both delivery and pastoral care capacities
- Excellent delivery ability, able to engage and retain audiences
- Experience of recruiting young people, and working in partnership with other organisations to recruit
- Excellent record keeping and impact measurement
- Experience of safeguarding best practice
- Able to communicate with participants, commercial stakeholders, partner agencies, and families of the young people
- Good organisational skills, able to prioritise and work within deadlines
- Ability to collaborate and work well within a team
- Commitment to continuous professional development and improving own performance
- Ability to work independently and remotely, managing competing demands

### Desirable

- Experience of working with corporate partners
- Ability to produce case studies and material for reports
- Personal experience of social mobility