



CoachBright: Programme Manager Information for Applicants





Welcome

Thank you for your interest in joining the CoachBright team as one of our new Programme Managers.

We are a social mobility charity on a mission to support pupils from disadvantaged backgrounds become confident, independent, and resilient learners so they can lead the lives they want.

There is an attainment and outcomes gap in the UK between disadvantaged pupils and their wealthier peers. This is exacerbated when pupils have lower confidence in their own abilities and potential. Upward social mobility is made even harder when pupils lack relatable role models who have been to university or have professional occupations. We want to change this!

Now, more than ever, it is essential that young people from disadvantaged backgrounds get the support they need to achieve their goals. That's why we're playing our part to narrow the gap and support a generation of pupils to be their best.

We are young, ambitious, and optimistic, and are looking for someone as passionate as we are about creating a socially just world. If you get out of bed to transform the life chances of young people and want to shape and grow a values-driven social mobility charity, we would love to hear from you.

Thanks,
The CoachBright team



The Challenge

Social mobility in the UK is still far from a reality: disadvantaged pupils are less likely to attend university/ high level apprenticeships, occupy top jobs and improve their standard of living over their parents than their peers. The divide has become even clearer during Covid-19.

The gap between most advantaged and least advantaged pupils' employment and higher education destinations remains vast - and this leads to real-life consequences.

There is still much more to be done.

- 24%** of pupils on Free School Meals (FSM) enter Higher Education, compared to 41% of state school non-FSM peers¹.
- 10 x** a young person from a disadvantaged background is ten times less likely to go to a top university compared to their more advantaged peers.
- 35%** a low ability child from a high income family is 35% more likely to be a high earner than a high ability child from low income-family.
- 7%** of young people are privately educated yet make up 71% of barristers, 61% of those in medicine and 63% of Nobel Prize winners.

As an award-winning, fast-growing charity our mission is to support young people from disadvantaged communities to identify and fulfil their potential. Working in partnership with schools, we deliver academic and pastoral coaching programmes that improve pupils' confidence, resilience, and independence, as well as their attainment.

We're at an exciting stage of transition and have ambitious plans to continue improving our impact and reach. This academic year, we are planning on supporting over 2,500 pupils across England.



Role description

We are looking for two self-motivated individuals to lead our programme delivery. One Programme Manager will be based in London with potential travel required across different locations in England, most likely Reading and the South East of England. The other Programme Manager will be based in Birmingham with potential travel required across different locations in England, most likely Coventry and the West Midlands.

At the forefront of the organisation, you will be responsible for delivering all programmes allocated to you. Working alongside the Programmes Team Leader, you will be responsible for leading conversations related to retention and expansion of partnerships to drive our mission.

Our programme delivery involves maintaining partnerships with schools and universities, supporting our volunteers to become highly effective coaches, and managing programmes end-to-end from initial planning through to impact evaluation.

As well as delivering programmes in schools, once qualified as a coach, you will have the opportunity to be a professional coach to young adults from disadvantaged backgrounds currently at university or in the early stages of their career.

You will also be responsible for the retention and renewal of partnerships within the region. You won't have responsibility for generating new partnerships, but will be expected to support the CEO and Director of Programmes with identifying new opportunities and partners where you can.

You will flourish in this role if you enjoy thinking quickly, responding to challenges!



Programme coordination and delivery:

- Coordinate and run multiple in-school and online programmes (core and peer to peer) across the region.
- Set timelines for programme start and finish dates.
- Oversee programme quality and communicate with school staff weekly to provide feedback after sessions.
- Facilitate in-school or digital workshops for groups of pupils (KS1-5).
- Plan and organise graduation trips to a local university for pupils on the programme.
- Coordinate and allocate coaches to school programmes, communicating with them weekly and when needed arranging transport for them to schools.
- Collect data for monitoring and evaluation purposes, such as pre and post programme questionnaires, attendance records, and pupil and coach feedback.
- Report regularly to the Director of Programmes on key performance indicators and programme updates.
- Build and maintain relationships with coaches, pupils and teachers.
- Collect data and write impact reports and case studies.
- Once qualified Coach on our Lifecycle programmes.

Volunteer recruitment and management:

- Recruit and retain volunteer coaches (meeting minimum requirements set termly).
- Manage volunteers and Head Coaches.
- Deliver coach training to volunteers in person and online.
- Create a thriving community of social mobility advocates among university students and young professionals.
- Develop and maintain relationships with universities, corporate partners and others.

Contributing to the development of the region and wider organisation:

- Ensure retention of schools within the region by delivering high quality programmes, and leading retention, renewal, and expansion conversations with partners.
- Support a strong and supportive network of schools, Multi-Academy Trusts (MATs), universities, corporate partners and others.
- Ensure the retention of volunteer coaches (meeting minimum targets set termly).
- Maintain relationships with coaches, pupils and teachers.



- Contribute to programme design, take part in a working group and whole team meetings.
- Content generation for social media and marketing materials.
- Running pupil and school leader focus groups.
- Carry out other tasks that are within the scope and spirit of the role.

Person Specification

Essential characteristics and experience:

- Passion for social mobility. We have big aims and are looking for those who share our desire to make education fairer in the UK so a person's background does not determine their future.
- Ability to think on your feet. Volunteer management and working with young people can be unpredictable, so you will need to be comfortable working reactively to solve challenges at short notice.
- Programme or project management experience.
- Experience with young people. Comfortable running a session or delivering a workshop with a group of young people from age 8-18.
- Relationship building and facilitating. This is a public-facing role so you will be involved in communicating and delivering workshops to groups as well as communicating our mission to a wide range of stakeholders (business leaders, senior members of MATs, universities etc.).
- Experience of coaching or willing to complete a Level 1 Coaching Qualification.
- Experience of sales or partnership management/development.
- Excellent communication skills – written and verbal - and experience of making presentations to diverse audiences.
- Ability to think and plan strategically to achieve successful organisational outcomes.
- Clear analytical skills, and ability to plan ahead and supervise and support operations.
- Ability to make quick and clear decisions.
- Excellent planning skills to ensure effective use of resources and budget.
- Carry out other tasks that are within the scope and spirit of the role.

Desired characteristics and experience:

Volunteer recruitment and management:

- Understanding of the specific barriers to social mobility and the context for pupils we work with.
- Experience of sales or partnership management/development.



- Experience of working in education settings.
- Experience of working with and empowering people who have faced challenges in their lives.

Key details

Benefits:

- An opportunity to contribute to a young, exciting charity with scope to input widely and take on new responsibilities.
- Starting salary £30,579 pro-rata (plus £2,500 London weighting where applicable).
- 28 annual leave days (pro-rata).
- Fridays off during non-term-time pro-rata.
- The opportunity to become a certified coach.
- Access to a £100 individual annual CPD budget in addition to CoachBright's standard training offer which includes safeguarding, health and safety and diversity, equity and inclusion training).
- Access to a 24-hour employee assisted helpline facilitated independently by Health Assured.
- Access to BrightHR perks which includes an array of discounts in various areas such as retail and technology.

Key Information:

- Permanent contract.
- Remote role with travel to schools across England.
- Full-Time/part time position, 35 hours per week pro-rata (with some weekend/evening hours required during volunteer recruitment and training periods which will be acknowledged in TOIL).
- Reporting to the Programmes Team Leader.
- Start date as soon as possible.

