

Programmes and Partnerships Manager

Candidate information pack





Programmes & Partnerships Manager

Reports to	CEO
Direct reports	Corporate Partnerships Executive
Location	Work from home with regular travel across the UK
Salary	£37,000 - £39,000 PA
Term	Full-time, permanent

About us

Future First wants to see every state school and college in the UK, and every state pupil, supported by a thriving and engaged alumni community, which improves students' motivation, confidence and life chances. We have a network of alumni who have supported our programmes in schools for over a decade. They act as accessible and inspirational role models by sharing their stories through a variety of activities, including blogging, online mentoring, networking and careers activities in our member schools. We manage these relationships through our Future First Hub – a safe, social media style interface that allows schools to build and manage every aspect of their network in one place.

About the role

The role of the Programme & Partnerships Manager is to lead and coordinate the planning, delivery, management and monitoring of Future First's key partnership programmes. This is an exciting opportunity for someone with demonstrable experience in project management, excellent partnership and stakeholder engagement at all levels, and committed to Future First's aims and values.

Responsibilities

Project management and resourcing

- Create, and deliver against existing, plans for the delivery of Future First projects.
- Work with the wider team and senior management to establish and deliver processes and systems required for effective delivery.
- Work with the CEO to monitor the project budget, adapting it where necessary as opportunities and challenges arise.
- Feed effectively into wider project planning processes, including setting objectives, budgets, KPIs etc.
- Work with the Senior Leadership Team and Corporate Partnerships Executive to track and understand the impact of Future First's key projects in line with the project outcomes and external reporting requirements.
- Capture and share insights and reflections as projects evolve, sharing them with the wider team and other stakeholders to inform the ongoing development of the work, including through the design and delivery of learning events.
- Work with the Senior Leadership Team and Corporate Partnerships Executive to prepare high quality and relevant content for necessary reports.



- Support the CEO in translating the overarching strategy and approach into smart and flexible plans for delivery through collaboration with partners.
- Lead the establishment of key programmes and projects across the organisation, including supporting multiple partner organisations who will support, guide and deliver against targets.

Partnerships and stakeholder engagement

- Establish and hold key relationships with different partners on Future First's key programmes, including strategic and delivery partners.
- Oversee stewardship for all Future First funded partnerships – which will include regular external meetings to develop and strengthen partnerships, as well as regular reporting.
- Lead on strong programme governance across all funded partnerships ensuring that robust due diligence and compliance requirements are met.
- Work closely with fundraising colleagues to ensure positive engagement of key funding partners and identify further opportunities for funding - this may include writing proposals and attending assessment meetings.
- Attend relevant networking events to support promotion of Future First's work and to add to the new business pipeline, including external events and Future First facilitated events such as presentations and Lunch & Learns.
- Work closely with the Corporate Partnership Executive to proactively conduct targeted outreach for new corporate partners.
- Work with the Senior Leadership Team to create and maintain a partner and stakeholder map for Future First and update the internal CRM system as required.
- Work closely with the wider Future First team to ensure alignment and communicate project plans, progress and learning, including leading on regular cross-team meetings and oversight of centralised cross-team documents relating to effective programme delivery.

Management

- Line management of the Corporate Partnerships Executive, including conducting regular supervisions, 6 monthly performance and development reviews and overseeing workload management.
- Lead on the coordination and facilitation of Programme Team meetings and actions including the Corporate Partnerships Executive and Volunteer Manager.
- Lead on and oversee quality assurance processes across teams.



Person specification

Skills, knowledge and experience

Essential:

- Significant project management experience
- Experience of monitoring and evaluation of projects and programmes
- Experience leading partner projects and programmes
- Proficiency in MS Word, Excel and other packages
- Experience of report writing for various stakeholder groups (including funders)
- Strong communication skills both written and verbal
- Detail oriented with an ability to multi-task and set priorities
- Ability to analyse and resolve problems and to take initiative
- Strong organisational and IT skills
- Experience of using CRM systems, ideally Salesforce
- People management experience
- Experience in managing budgets

Desirable:

- Experience of working with community organisations delivering education and/or youth initiatives

Attributes

- Highly motivated, able to work independently
- Ability and willingness to support colleagues
- Commitment to working collaboratively and flexibly
- Capable of remaining calm and effective under pressure
- Commitment to Future First's values and objectives

We recognise that not all candidates will have all of the experience listed, if you are missing a couple please don't hesitate to apply. Above all else, we are looking for people who share our mission and are motivated and driven to make a difference.

On a personal level we value motivation, curiosity, flexibility, openness to new perspectives and approaches, and a friendly and open approach to team working.

Ways of working

We work remotely, with opportunities to come together in person to work, plan and develop. In this role you will also have to travel to events, partners and member schools as part of business development and stewardship of existing relationships.

The work is varied and often fast-paced, requiring rapid processing of information, and the ability to act confidently with multiple and senior stakeholders including employers, volunteers and school leaders.

As with any small, constantly evolving organisation, each individual balances multiple responsibilities, while shaping their role around their skills and interests.



Salary and Holiday

This is a permanent position. The salary starts at £37,000 per annum. Future First staff receive pro rata 28 days of leave (in addition to 8 UK public holidays) increasing one day per year up to 33.

Application process

Please submit your CV and a covering letter (no more than 2 sides of A4) to recruitment@futurefirst.org.uk setting out why you feel you're a great fit for this role and why you want to work for Future First.

At Future First we are committed to social justice and the value of role models. We value and celebrate people's diversity and believe this strengthens our team and our work. We are keen to build a workforce that reflects the young people and schools we support. We particularly welcome applications from candidates from racialised communities, and those who attended state school and were in receipt of free school meals and/or were the first in their family to go to university. For questions about the role, please email recruitment@futurefirst.org.uk

Applications must be submitted by **Monday 15 June at 12 noon**. Late or incomplete applications will not be considered. There will be two rounds of interview, initially via Zoom (week commencing 22 June) and for those short-listed, in-person in London (week commencing 29 June).

To help you prepare the strongest possible application, we are hosting an information and Q&A session about the role on **Tuesday 9 June 2026 at 12 noon**. This is an optional session where you can hear more about the role and ask any questions you may have. To join, please email recruitment@futurefirst.org.uk to register your interest.

Future First is committed to safeguarding the staff, volunteers and young people we work with. Where applicable, a satisfactory enhanced Disclosure & Barring Service (DBS) check will be required for the successful candidate.

Thank you for your interest in Future First.



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www.futurefirst.org.uk



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