



PROJECT MANAGER: ENGLAND

Applicant information pack

****1000% I have a more positive outlook
about life after Sixth Form****

Working Options student, 2023



WORK WITH US TO EMPOWER YOUNG PEOPLE

A message from our Chief Executive Sue Maskrey

At Working Options, we are on a mission to help everyone aged 14-19 in the UK to create a positive future for themselves. Together with our network of volunteers and partners, our dedicated and growing team delivers activities in schools and in the workplace, connecting young people with opportunities, knowledge, and the confidence to secure great careers.

Our talented team and experienced and connected trustees are dedicated to making a difference. Our organisation is all about:

INCLUSIVITY

We believe in supporting everyone to achieve, regardless of background. We also deliver targeted work in communities with fewer opportunities.

HIGH EXPECTATIONS

We have high expectations for everyone we work with, and about what young people can achieve.

LISTENING

Our advisory boards of students, volunteers, and teachers help us to come up with new ideas and ensure we remain relevant.

TRYING NEW THINGS

Being a small team means there is plenty of opportunity to trial new ideas and think creatively.

REAL OPPORTUNITIES

We offer young people inspiration and tangible chances to grab hold of.

BEING AMBITIOUS

Having big ambitions is liberating, and empowering.

We work remotely, with colleagues based around the UK. We meet once per month in London in person, in addition to visiting schools and employers to connect them with each other and to deliver our Inclusion Network events.

Our team is highly productive and engaged, always looking out for each other and for ways to grow our work. If you think you'd thrive in this sort of environment, we'd love to hear from you.

Good luck with your application!

Sue Maskrey
Chief Executive





ABOUT

WORKING OPTIONS

Working Options is an innovative charity providing crucial opportunities for young people to fulfil their potential. We have a start-up approach, and we work flexibly, focusing on outcomes and results. Our remote work set up enables our organisation to remain accessible to those with family commitments as well as those in rural areas.

We aim to reach all young people in the UK with engaging digital content, in-school talks from industry volunteers, business challenges, business-based taster days, and access to work experience and internships. Our big-name supporters such as Google, Salesforce, BBC, and Aviva, as well as our range of partners across industry means that our goals are within reach.

Our aim is to remove barriers to social mobility, reaching all young people in secondary schools in England with inspiration, information, and opportunities. An important part of this work is to build our national network of schools, and to support volunteers to deliver high-impact sessions and activities.





ABOUT THE ROLE

Working closely with our Head of Programme and supported by Project Coordinators, the Project Manager will be responsible for establishing strong relationships with schools and businesses to ensure we meet our targets of delivering support for young people.

Your role will entail securing and onboarding schools and volunteers, booking sessions and ensuring the Project Coordinators effectively manage their own portfolio against our reach and impact targets. You will also work with the wider team to deliver in-person events across England and Wales.

Your work will be critical in ensuring we deliver impactful and inspiring talks across the country, via engaged and well-supported volunteers, so it is important that you have knowledge of the English education system and are open to developing local knowledge of schools and the challenges they face.

Homebased – travelling to London for team meetings at least once a month – and flexible on location, this role will see you working closely with a talented and passionate team and will give you access to our trustees: successful businesspeople and entrepreneurs who are passionate about helping young people to succeed in the world of work. The team in England will be closely connected to colleagues focusing on delivery in Wales.

Everyone is welcome to apply for our roles, and we are determined to ensure that no applicant or employee receives less favourable treatment because of gender, race, disability, sexual orientation, religion, belief, age, marital status, background, pregnancy, or caring responsibilities. We recognise the importance of diversity of thought and are fully committed to embracing the talents of people who are autistic, dyslexic, ADHD, and/or neurodivergent in other ways.





ROLE

DESCRIPTION

Salary	£28,000-32,000
Annual leave	25 days plus 8 bank holiday days
Reports to	Head of Programme
Hours	Full-time, but can be flexible for the right candidate
Contract	Permanent
Place of work	Home-based, with travel to London and other UK locations for meetings
Benefits	Flexible working with work from home as standard Career mentoring Personal development training budget

As a member of the Project Team, you will play a key role in our success by effectively executing our plan. The focus of this role is on building and maintaining excellent relationships with two of our main stakeholders: volunteers and schools, and on monitoring our progress against targets, coming up with new ways to grow our work across England.

We are looking for someone who is an excellent relationship builder, who understands the importance of customer service and is skilled at developing others to achieve their potential.

You will contribute to reviewing our training, templates, and crib sheets for use across the project team, ensuring they evolve based on feedback from young people, volunteers, and educators.



* Main activities

PLANNING AND EXECUTING THE PLAN

You will work closely with the Head of Programme to plan how we best engage schools and ensure we establish far reaching, strong connections. You will also add significant value to our plans for volunteer recruitment, growing our network of volunteers from a range of industries.

BUILDING EXCELLENT RELATIONSHIPS

In working across the whole of England, it is important to develop strong relationships with organisations, individuals, and agencies that can help us extend our reach. You will provide a critical relationship-building role, spotting and grabbing hold of opportunities for collaboration and mutual advantage.

You will also nurture relationships with individual schools and volunteers. Based on your understanding of the needs of each, you will match them with available opportunities.

You will also support the onboarding of new volunteers through one-to-one briefing calls, taking time to understand their strengths, interests, and volunteering preferences, and accurately recording them. You will promptly follow up with volunteering opportunities that suit their interests, along with offers of support, advice, and useful resources along the way. You will take care to thank volunteers after every session they deliver.

SEEKING FEEDBACK

We are committed to being impact-driven and responsive to student, school, and volunteer needs. You will ensure the Project Coordinators distribute surveys and you will help to interpret data collected, feeding back to colleagues to agree improvements to our work.

You will develop the Advisory Board for students in England, to ensure we hear directly from them and take forward some of the ideas they generate.

We are also very interested in your own feedback on our delivery, so this role will require you to have a critical eye, suggesting improvements to our work.

SUPPORTING FUNDING APPLICATIONS

Your support for the Chief Executive and Trustees in completing providing information for funding applications and for prospective business funders will be key to ensuring the sustainability of our work.

SUPPORTING THE DEVELOPMENT OF THE PROJECT COORDINATORS

As Project Manager you will be responsible for ensuring they grow into the role, working with them to set ambitious and achievable targets, ensuring they meet those targets.

HELPING US TO GROW THE TEAM

As we embed our work in more and more schools, we will need to grow our team to ensure we can meet demand for sessions with high-quality volunteers. You will provide significant input to recruiting staff as appropriate and will oversee their performance and development.

* Main activities continued

KEEPING RECORDS AND SHARING INFORMATION

Our Customer Relationship Management (CRM) system is central to our personalised support for volunteers and schools. The Project Manager will update the system and other internal records accurately and promptly so that colleagues can access information when you are away from your desk. You will also gather information for our monthly reports to the Chief Executive and trustees.

GENERAL SUPPORT

We regularly deliver in-person events for young people and businesses, and your support in the delivery of these will be crucial. We hold monthly in-person team meetings, where we meet for a full day as a team to work through priorities together, interact with our trustees, and learn from external speakers.

DEVELOPING YOUR SKILLS

We have an appraisal process which includes 360 feedback from colleagues and setting operational and personal objectives. The Project Manager will participate in this process, actively exploring and taking up opportunities for your own development and giving feedback for colleagues. You will also support the Project Coordinators to undertake their own appraisal process.

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* Person specification

We are looking for someone who:

- Has a passion for our cause.
- Is fully committed to equality, diversity, and inclusion.
- Is self-motivated.
- Has excellent attention to detail.
- Is able to multitask, sticking to deadlines and flagging when priorities need reviewing.
- Has excellent project management skills, with the ability to deliver quality work at scale.
- Is experienced in managing others.
- Has a flair for developing great relationships, particularly with schools and colleges.
- Is proactive and tenacious, able to seek out new opportunities and remain resilient.
- Is creative and likes coming up with new ideas.
- Is ambitious for themselves and for the charity.
- Has high computer literacy including Office 365.

While we don't specify this in our person specification, we are particularly interested to hear from applicants who have experienced some of the challenges that young people face today.



* How to apply

Please complete our application process on [Charity Jobs](#), [via this link](#), by 11.30pm on Tuesday 30 April 2024.

If you are shortlisted for the role, you will be invited to a virtual interview with two members of staff. We usually take forward two candidates for an in-person second interview, reasonable travel expenses will be reimbursed for this.

We understand the use of AI in helping to edit applications. As a tool we use it in our daily working lives. However, we celebrate the uniqueness of your answers and would never suggest asking it to write them for you.

