



Regional Manager (London)

Candidate Pack

June/July 2024



“At every stage of the life-cycle we are losing gifted people who could be participating more in our society... We must act decisively to change it.”

~The Social Mobility Commission





We are Career Ready

We are a UK-wide social mobility charity, and we believe that every young person deserves the opportunity to kickstart a rewarding future.

However, the futures of far too many young people are determined by background, not potential.

Our mission is to change this by connecting young people with employers and providing high-quality workplace opportunities and support.



2,000

young people on our 2022-24 programme



2,200

volunteers supporting them



370

employers provided paid internships in summer 2023



242

school and college partners

STRATEGIC FOCUS

1. Internship guarantee

2. Income Sustainability

3. Digital Adoption

Championing social mobility for 20 years

Since 2002 we've worked in areas of need across the UK.

We deliver a structured programme of mentoring, a paid internship, masterclasses, and workplace visits.

Our work is made possible by our employer partners who see lasting benefits in their business and the communities where they work.



WHERE WE WORK

- East Midlands
- Greater Birmingham
- Greater London
- Greater Manchester
- Newcastle & Tyneside
- Northern Ireland
- Norwich
- Tees Valley
- York
- 18 local authority areas in Scotland

IN LONDON

18 schools and colleges across:
Barnet, Bexley, Bromley,
Camden, Enfield, Hackney,
Hounslow, Islington, Southwark,
Tower Hamlets & Westminster.

Our programme

ENABLED BY OUR EMPLOYER PARTNERS





A few of our network of partners



BLACKROCK®



CBRE

Citi Foundation



DIAGEO



JPMORGAN CHASE & CO.



Morgan Stanley



SEGRO



Our Values

- Trust
- Bravery
- Collaboration
- Empowerment
- Inclusion

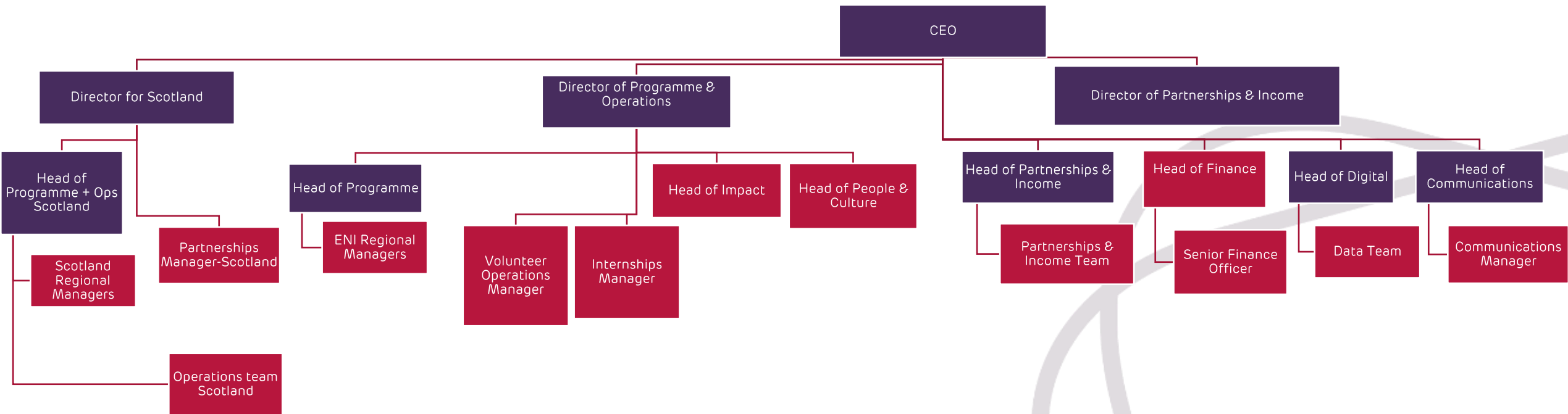
Our people are committed and passionate about changing the lives of young people.

We have c45 staff across the UK. Strong collaboration across a hybrid-working environment is critical. Communication flow is enabled digitally and with the opportunity to work together in person. We champion flexibility and wellbeing, and strive to be a positive place to work, both in terms of mission and culture.



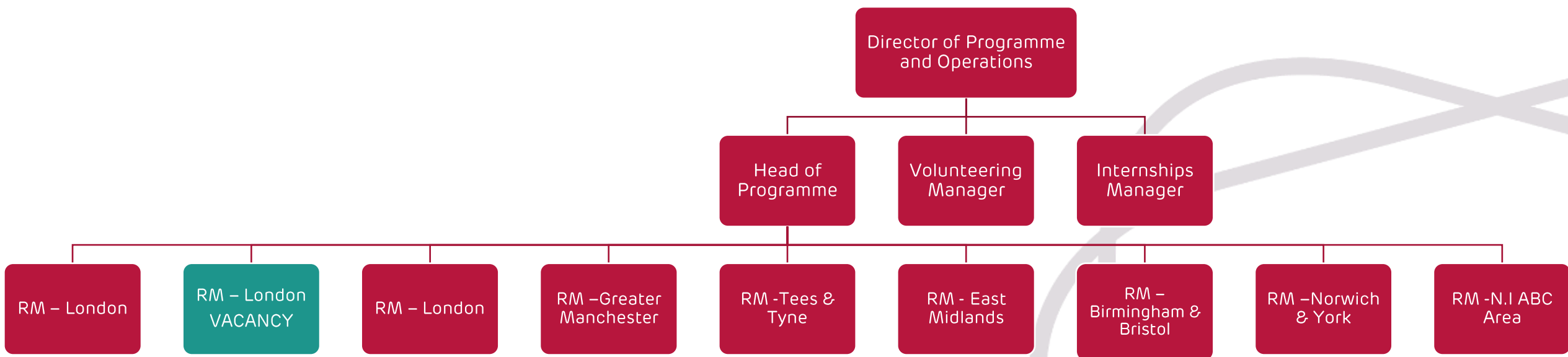


Career Ready Organisation Chart





Programmes Team Structure





Regional Manager – A year in the life

Our Regional Managers are a tightknit team that work directly with young people, schools and partner companies to bring the programme to life.

This is a diverse and multifaceted role, so we want to give you a taster of what each season in the role looks like:

January - March:

- Our programme launches and you will facilitate icebreaker events for students to meet their mentors.
- You will work with our employer partners to source volunteers for masterclasses and work place visits, as well as support them to plan for summer internships (e.g. by mapping job roles and providing promotional materials for volunteering supervisors).

April – June:

- Ensuring students are "internship ready" through our masterclass programme, as well as students completing necessary process steps on our online portal and onboarding with employer partners.
- Matching students to roles based on their suitability.

July – September:

- Visiting students on their paid internships and planning ahead for the next academic year.

September – December:

- Working with schools and colleges to recruit students onto the programme, as well as application sifting and interviewing.
- Working with employer partners to prepare volunteer mentors, ensuring that they are trained and ready to go in January. Our central team supports Regional Managers in making sure all volunteers are DBS-checked.

Full details of the role can be found on the accompanying JD on Charity Jobs

A Career with Career Ready

Sian Robertson- Director of Programmes & Operations

'It's an exciting time to join the programme team at Career Ready. We are a small but mighty team and we work hard to support one another.'

Across England, we have seen the number of young people participating in a paid internship (more than) double over the last 3 years. It is now my ambition that by the end of the next 3-year strategy, every single young person on the programme will have guaranteed access to a mentor, with a paid internship and wrap around support.

I started at Career Ready as a Regional Manager, but I still lean on the team to be guided by what they are learning on the ground. London is one of our key operational regions and the Regional Managers there are two of the most passionate people I have had the pleasure to work alongside. They are dedicated to our mission and work incredibly hard to bring that full programme offer to almost 90% of our current student cohort.

We can't wait to welcome someone new into our team.'



Anthony Bruton – Head of Programme

'It's super rewarding to work at Career Ready. There's no better feeling than when we hear from our students about the impact our programme has had or hear from our employer partners about one of our students they've hired.'

Like Sian, I spent a few years as a Regional Manager. I hope that means I truly understand how the role feels day-to-day and can guide the team based on my own experience. Our programme is tried and tested, so we know what works for us but we are continuously innovating and learning from one another.

To many people you will be the face of the Career Ready and our success as an organisation relies on you to maintain strong relationships with our partners. It's a fast-paced role where you are trusted to have autonomy and work independently.

There's never been a better time to join us (at the beginning of the academic year) and within 12 months you'll see how your work has transformed lives.'



Salary and Benefits

Salary: £34,500 - £37,000

Benefits:

- **25 days annual leave** per year plus bank/public holidays. The charity is also **closed between Christmas and New Year** and there are an **additional 2 days of leave** available in August. We also operate a **flexible policy over use of Bank Holidays**
- **6% contribution** to personal pension plan, subject to 3% employee contribution
- **Interest-free season ticket** or bicycle purchase loans (or Cycle To Work Scheme)
- There is access to both our **Reward Gateway Portal** and an **Employee Assistance Programme**
- **Flexible working:** We strongly embody trust. We can support condensed / flexible working patterns. [This is a remote working role with occasional team meetings in Central London and more regular visits to schools, colleges and work places].
- You'll be part of a **diverse, supportive, and friendly team**
- You'll have the opportunity to **grow and develop your skills**



The Recruitment Process

We've mapped out our recruitment process below so that you know what to expect. If things change throughout the process, then we will keep you informed at the earliest possible opportunity.

You are welcome to join a recruitment briefing session on Thursday 18th July or Monday 22nd July to find out more about the role and the recruitment process. Just click on the [form](#) to sign up. If you cannot access the link or require assistance, please contact us at recruitment@careerready.org.uk



Apply via Charity Jobs



We will contact those who have been shortlisted for interview.



Interviews will be conducted online (w/c 5th August) and in some instances this may become a two-phase process. The first interview will include a short presentation task.



The successful candidate will be notified once selected.



Thank you

www.careerready.org.uk



@CareerReadyUK