

LET'S START A CONVERSATION



Regional Manager Glasgow & West Areas Candidate Information Pack

£34,000 - £37,500 DOE

Full time, 35 hours per week over 4 or 5 days, permanent

Home based close to Glasgow with regular travel



We are Career Ready

We believe every young person deserves the opportunity to enjoy a rewarding future, regardless of their background. As a social mobility charity, we make this possible by developing the skills and confidence of young people from lower socio-economic backgrounds, empowering them to progress to sustained positive post-school destinations and achieve their potential in life.

For over 13 years we've worked across Scotland to transform young lives by connecting young people, aged 15-17, to workplace opportunities and support networks. Our high-impact, 18-month programme is the only one in Scotland that provides young people in S5/S6 with a mentor and a paid internship at the same employer, along with skills masterclasses.

Our work is enabled by our network of employers and their volunteers, schools, and local authority partners. Our programme supports the aims of the Scottish Government, and we work closely with [Developing the Young Workforce](#).

[Find out more about our work across Scotland.](#)

Our values

Our people are committed and passionate about changing the lives of young people. Our organisational values underpin how we work and are at the core of everything we do:

- Trust
- Bravery
- Collaboration
- Empowerment
- Inclusion

There are 45 colleagues across the UK, and strong collaboration across a remote working environment is critical to our success. We champion flexibility and wellbeing, and strive to be a positive place work, both in terms of our mission and our culture. Our work in Scotland is delivered by a team of 12.

Our impact and growth

In Scotland we currently work with 159 schools, across 18 local authority areas [in partnership with 300+ employer organisations](#) of all sizes and sectors. We welcomed more than 920 students onto our 2024-26 programme in October 2024, in addition to the 844 students currently progressing through our 2023-25 programme.

Thanks to the support of our network, which is a key remit of the role to maintain and grow, we had the following impact for young people:

- 99% of 2023 alumni are in a positive destination 12 months after completing the programme
- 94% of 2024 alumni say they've now got a good network of people who can help them find a job



- 92% of young people feel more confident than they did at before starting the programme

Find out more about the transformational difference we make in our [2024 Scotland Impact Report](#).

About the role

Role purpose

As a passionate professional in the identification, development and management of a wide range of relationships in support of our programme partnerships, you will ensure the Career Ready programme in Glasgow and West areas (currently Inverclyde, West Dunbartonshire, Renfrewshire and South Lanarkshire) continues to thrive. Your responsibilities for the area will be as a team of two, alongside our other Regional Manager for Glasgow and West areas, given this is our largest area in Scotland.

This is a brilliant role that requires experience of partnership and account management, and the scale and ambition of our social mobility work means you will need to be well organised, confident and able to positively influence a wide range of people including Head Teachers, teachers, CEOs and HRDs. You will identify and approach opportunities that are well researched and pursue with unswerving perseverance. It's also a great chance to develop personally.

Regional Managers are responsible for leading our work which involves growing, developing and maintaining the brilliant employer and education partnerships that deliver the Career Ready programme, which includes the Local Advisory Board, the Local Authorities (key stakeholders), schools (we have a member of staff in each school who coordinates), the Developing the Young Workforce Regional Group, and the many employer organisations and their people who volunteer as mentors, provide quality paid internships and deliver engaging masterclasses.

By quickly assimilating the what, why, when and how of our work, you will be able to:

1. Lead, grow and develop our Career Ready partnership in Glasgow and the West, optimising the programme experience for all stakeholders and securing the engagement of employer support for the programme of approximately 300+ students each year who will participate in the 18-month long Career Ready programme annually.
2. Support programme delivery, stakeholder engagement and business development by working closely with the Career Ready Glasgow & West Local Advisory Board, the other Career Ready Glasgow & West Regional Manager, the Head of Programme & Operations, Partnerships Manager and the Career Ready Regional Manager Scotland team all who are focused on quality, impact and sustainability underpinned by attention to detail via efficient and effective processes. You will be supported by and work with the Career Ready Scotland Operations Team to maintain thorough data and management information for the area.



Main responsibilities and accountabilities

Programme Excellence

To deliver the programme experience in partnership with stakeholders, which includes the Career Ready Local Advisory Board, the Local Authorities (Glasgow City, West Dunbartonshire, Renfrewshire, Inverclyde and South Lanarkshire Councils), schools, employer supporters and their volunteers and the DYW Regional Groups (DYW Glasgow, DYW West and DYW Lanarkshire and East Dunbartonshire). This includes:

- Advanced programme planning and delivery, per our annual timetable of activities and events, ensuring the Local Authority / school coordinators and employer supporters are fully informed and engaged.
- Training, communicating with and supporting mentors in partnership with school coordinators.
- Ensuring student preparedness for programme engagement via school coordinators.
- Implementation of UK wide programme enhancements in support of Career Ready's long-term sustainability in Scotland.

Partnership Relationships, Stakeholder Engagement & Business Development

- Day-to-day management along with the Local Authorities Career Ready Coordinators and the schools running their Career Ready programme.
- Day-to-day account management of employer supporters, ensuring they have an excellent experience.
- Engaging new corporate, third and public sector organisations to support the programme, ensuring the Local Advisory Board support you. This includes:
 - Promoting Career Ready to potential supporters through to engaging their commitment (programme support and charitable donation)
 - Account managing relationships with employer supporters through regularly 'keeping in touch'.
- Develop and deliver the employer engagement strategy for the area ensuring that the number of mentors with accompanying 4-week paid internship (one for each student participating) is secured and that employer volunteers are in place for masterclass delivery.

In partnership with the Local Authorities:

- Support the Local Authority Coordinators in the management of all schools who are running the Career Ready programme, managing events for students and corporate supporters/their volunteers, and leading school coordinator meetings.
- Play a lead role in the Local Advisory Board, chaired by Simone Lockhart, Chief Commercial Officer, HRC Recruitment.
- Support the Local Authorities and their schools in all aspects of ensuring an excellent employer experience for students, mentors, internship supervisors and others involved in programme activities.



Profile raising and generating income / pro bono support

- In collaboration with the Career Ready team, raise our and key stakeholders' profile in the area, celebrating success in the local media, business and education communities.
- Undertake public speaking as required to promote the work of Career Ready in the area.
- Secure charitable donations from programme partners (financial and in-kind).

Events

- Lead the Local Advisory Board, the Local Authority and schools in the area to plan, manage and run events to promote Career Ready to potential corporate supporters, students, parents / carers and the local community.
- Be responsible for the delivery of Career Ready programme events in the area such as the new student and mentor launch event, mentor and internship supervisor briefings and participation by the area in the Scotland graduation ceremony.

Experience

A track record of and willingness to develop:

- initiating, engaging and maintaining the support of corporates and the public sector
- business development, relationship and project management
- commercially astute
- knowledge of the educational landscape

Person Specification

This is a brilliant role that requires a broad range of skills, experience and the ability to demonstrate an understanding of the contexts we operate in. You have the ability to develop, grow and maintain valuable and valued programme relationships through your demonstrable motivation for what we do, with a passion that inspires and engages others, alongside the capacity to identify and manage multiple priorities. You need to be well organised and confident to engage with a wide range of people, approaching opportunities that are well researched and pursuing outcomes with unswerving perseverance. It's also a great chance to develop personally.

Key qualities and skills

- Driven, inspirational, warm with a track record of what you can do and how you do it
- Loves developing, growing and maintaining a broad range of stakeholder relationships e.g., potential and current employer supporters, schools, the Local Authorities
- Self-assured with great listening skills in order to influence and communicate inspirationally, accurately and effectively to a wide variety of audiences (students to Head Teachers to CEOs)
- Invests in understanding the bigger picture to enable local innovations which fit with Career Ready's mission, values and practices
- Composed and engaging whilst managing multiple activities and processes that, when combined, are the recognised high quality, high care, high impact Career Ready programme

- Confident enough to manage and motivate yourself to deliver a range of outcomes, including securing charitable donations, and able to seek the views, ideas and wisdom of others
- Truly great organisational skills, able to prioritise, keeping stakeholders informed and engaged
- Actively contribute to the work of the Career Ready, geographically dispersed, multi-stakeholder focused team
- You also have strong IT literacy skills (CRM systems/database/Officer 365 – Microsoft Teams, Word, Excel and PowerPoint) and are social media savvy.

Our Programme





Additional information

Salary and Benefits

- £34,000 - £37,500 DOE
- A working from home allowance of £300 pa is provided
- Annual leave: 25 days holiday plus bank/public holidays (pro rata) plus 2 additional days in the summer. In addition, Career Ready is closed between Christmas and New Year. Career Ready also allows flexible use of some Bank & Public Holidays
- 6% of salary contribution to a private pension subject to an employee contribution of 3%
- Access to both our Reward Gateway Portal and an Employee Assistance Programme
- Interest-free season ticket or bicycle purchase loans
- Business expenses including mileage allowance for car usage

Contract of Employment and Hours of Work

This is a full-time role of 35 hours per week. Applicants are welcomed from those who would prefer to work full-time over 4 days. The nature of our work and passion for what we do means that everyone involved with Career Ready goes the extra mile in service of our mission and purpose. This is not a role for someone looking for a 9-5 job and it is vital that the successful individual is happy being part of a geographically dispersed team, albeit this role will meet with and work closely with our other Glasgow and West Areas Regional Manager. We do not have an office in Scotland, though we meet regularly as a team in employer supporter provided premises.

Location

Home based with a suitable space to work from and located ideally within, or close to, Glasgow. This role requires some travel throughout the area and access to a reliable car is a must, although public transport is encouraged wherever practicable. Periodically time is spent with the Scotland team in the central belt and occasionally in London with our UK colleagues.

Other

In addition to the ability and willingness to travel, a flexible approach to working hours is offered and required as 'out of hours' work are an occasional requirement of this role and busy periods mean we all roll up our sleeves and pitch in. We in turn recognise this flexibility and the need to balance working hours accordingly. Please be aware that this post is subject to a Protection of Vulnerable Groups (PVG) Scheme membership.

Timetable

- Closing date: 19 January 2025
- Interviews will take place on 23 and 24 January 2025

How to apply

If you are genuinely interested in this role and would be willing to be with us for the long term, and at least two years, please apply as soon as possible. Email your CV and a covering letter that demonstrates clearly, through use of examples, how your experience meets the



requirements of the role, what attracts you to Career Ready and how you heard about the vacancy. Please provide details of your current salary.

Email: ecostello@hrcrecruitment.co.uk

For further information and if you would like to discuss the role in more detail, please contact Evelyn Costello on: 0141 212 7745 or ecostello@hrcrecruitment.co.uk

Please visit our website for more information: www.careerready.org.uk/scotland