

# SCHOOL MEMBERSHIP COORDINATOR

## Candidate information pack



### School Membership Coordinator

Reports to	Head of Delivery
Location	We work from home with regular travel to members schools – as such a full driving licence and access to a vehicle is essential. Due to the location of our members, we are specifically looking for candidates located in Birmingham, London (within the M25), and Manchester.
Salary	£26,000
Term	Permanent. Full time (37.5hrs).

#### About the role

If you want to support young people to find their path to success, then this is the job for you.

In this role, you will have the opportunity to combine flexible working from home with hands-on delivery of impactful programmes in schools, supporting our members.

Key to this role is ensuring that schools are actively engaged with us, guiding and helping them to make the most of their membership with Future First. You will support a portfolio of member schools remotely, working 3-4 days per week from home. This gives you a great opportunity to build meaningful relationships with new and existing members.

We envisage 1-2 days per week delivering in-person support across our network of member schools – and although we will always try to minimise travel, the geographic breadth of our reach means that there will, on occasion, be longer days and overnight stays.

#### Key Duties and responsibilities

- Build and maintain relationships with a portfolio of member schools.
- Ensure our membership is active, engaged and making the most of their membership.
- Deliver impactful school workshops.
- Work with colleagues to support delivery with employer partners.
- Grow our membership with effective and impactful sales.
- Contribute to our growth strategy.
- Be part of an effective, small team.

#### We are looking for someone who is:

- Passionate about our mission and supporting young people and schools.
- Confident in delivering to a group of young people in a school setting.
- Able to build strong relationships and rapport with schools.
- Organised and able to manage complex workloads.
- Highly motivated to grow our membership and impact more young people.
- Experienced using CRMs, ours is Salesforce.
- Ideally you will have a full driving licence and access to a vehicle.

We recognise that not all candidates will have all 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.

### Why join Future First?

We are a mission-driven, innovative social mobility charity that believes a young person's start in life shouldn't limit their future. Our central team is friendly and motivated, and we have a strong network of experienced freelancers, who support across all functions. Our team comes from a variety of backgrounds including partnership development, delivery, teaching, programmes and communications. We value all contributions and offer the possibility to expand and grow the role based on interests.

### 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 your member schools to deliver workshops.

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 is £26,000. Future First staff receive pro rata 28 days of leave (in addition to 8 UK public holidays) increasing one day per year of service up to 33.

### Application process

Please apply through [Charity Jobs](#). You will be expected to submit your CV and a covering letter setting out why you feel you're a great fit for this role and why you want to work for Future First. Please also note how you heard about the position.

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](mailto:recruitment@futurefirst.org.uk)

Applications will be reviewed as they come in, with 2nd October 2024 as the final deadline.

There will be two rounds of interview, initially via Zoom and for those short-listed, in-person in London at a later date. Applications will be reviewed as they are submitted and interviews arranged as soon as possible.

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.



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When I think about my future now it's different, I've got a lot more choice about what I'm going to do when I'm older, much more than I first thought. The alumni showed me that.

-Year 10 student.

Thank you for your interest in Future First.

