



The Talent Foundry

# Facilitator information pack

Join our facilitation network



[talentfoundry.org.uk](http://talentfoundry.org.uk)

# Help discover talent

A message from our CEO, Jenni Anderson

All of us at The Talent Foundry believe that a young person's success should be determined by the talents and abilities they have, not where they come from.

All too often we hear from teachers in our school network that those from underserved communities are missing out on skills and development opportunities that could completely change their students' futures.

This is why we offer free programmes in schools which ignite and enhance a young person's confidence in the abilities that they have - and connect them to employers and industries where they can have a successful career.

Improving social mobility is a team effort. By joining our facilitation network you will ignite young people to discover their skills and engage and connect them to exciting careers.

It's a really exciting time to join The Talent Foundry (TTF). We're growing and expanding our work with wonderful partners from the commercial and public sectors to reach thousands more young people.

Our programmes have been nominated for a Charity Times award and a Third Sector award. We're also one of the Top 100 Social Enterprises in the UK.

I hope this information pack inspires you to join us.



# Role purpose

## What you will be doing

You will be delivering **exciting, innovative and fun workshops** to large groups of young people in secondary schools in underserved communities across the UK.

You'll be an **inspirational, motivational and dynamic** facilitator, with a passion for supporting young people discover what they are amazing at.

You will be **flexible, adaptable** and enjoy face-to-face facilitation opportunities, which connect young people, support teachers and engage industry volunteers in a wide range of skills-building and confidence-boosting workshops.

You will:

### Preparation

- Plan and prepare workshops in line with guidance and/or lesson plans issued by our team
- Liaise with teaching or support staff in schools (or other locations) in advance of the workshop to confirm timings/logistics or any special educational needs of students
- Liaise with volunteers from industry partners who may attend on the day and brief them in advance on the plan and expectations for the day

### Facilitation

- Arrive at the workshop location in good time to prepare and deliver the workshops to the agreed standard and outcomes
- Ensure compliance with relevant procedures including safeguarding when attending schools or other agreed locations.
- Engage with school staff as necessary during the course of the workshop
- Ensure time is allocated for feedback and surveys to be completed by students

### Post event

- Provide timely feedback about the workshop to the relevant Programme Manager
- Supply student surveys no later than one calendar month following the workshop

### Workshop availability

We work in schools every day, and workshop availability is dependent on school location and delivery day preferences, number of available facilitators in the area and number of workshops per programme.

# Skills and experience

## Experience

- Track record of delivering and facilitating workshops to large groups of young people (11-18 year olds)
- Working in schools or youth sector/ educational settings
- Liaising with and providing excellent customer service to a wide range of stakeholders, in email, telephone and in-person communications
- Working with young people from underserved communities
- Experienced in remaining calm under pressure

## Knowledge

- UK education sector
- Safeguarding principles of working with young people

## Skills

- Confident, engaging and clear communication style in-person and in writing
- Adaptable and emotionally intelligent with the ability to adjust presentation style for different ages and needs
- Practical problem-solving and flexibility
- Confident using MS packages including Teams, Outlook, PowerPoint and comfortable using technology to enhance the workshop experience

## Attributes

- Commitment to evaluating own performance and willing to give and receive constructive feedback
- Support the mission of the charity
- Speak to TTF team, their partners and teachers in a professional, timely and courteous manner.

While it's not a criteria, we're especially interested to hear from facilitators who have lived experience of some of the challenges young people from disadvantaged backgrounds are facing today.

It's also important to us that the people we hire do not discriminate. We believe in being inclusive and giving everyone an equal chance to succeed. Applications are welcome from all regardless of age, sex, gender identity, disability, marriage or civil partnership, pregnancy and maternity, religion or belief, race, sexual orientation, transgender status, or social economic background.

*"I learnt so much and now think I know what I want to do in the future."*

# Our values

We believe that our **team values** are essential to achieving our mission.

Everyone on our team is:

- Passionate about the charity's vision to improve social mobility
- Motivated by team success
- Proactive in getting things done

The values of **ambition, inquisitiveness**, and **inclusivity and equity** guide us in everything we do:

We are **ambitious** for young people, our partners, and for ourselves. This means we strive to help everyone discover their talents and abilities, and support them to develop the confidence to use them.

Whether we're working with students or with each other, we believe that setting high goals and pushing ourselves to achieve them is key to success.

We are also **inquisitive**. We welcome feedback and spark discussions around how to continuously improve ourselves and our work. We're not afraid to ask questions and seek out bold new ideas, keen to learn and grow.

Finally, we are committed to **inclusivity and equity**. We believe that everyone should have equal access to opportunities and resources, regardless of their background or circumstances.

We work to create safe and welcoming spaces where everyone feels valued and respected, and to identify and address systemic barriers that prevent young people from underserved communities from achieving their full potential.

We're proud to uphold these values as a team.



# Further details

## Fees and benefits

- Fees: £200 per day
- Hours and location: part-time, term-time only in schools, partner offices or community event spaces
- Travel expenses and overnight accommodation covered (where required)

## Requirements

Facilitators who work with The Talent Foundry are required, at their own expense, to:

- Provide evidence of, or undertake, completion of the NSPCC Child Protection in Schools training (or equivalent safeguarding certification) and Prevent training
- Be solely responsible for all tax liabilities (including National Insurance) arising in connection with fees paid to them as set out in the Contractor Agreement
- Provide evidence of Professional Indemnity Insurance to the minimum cover of £1,000,000
- Attend an annual update information session with The Talent Foundry colleagues
- Comply with relevant legislation and The Talent Foundry policies including Children and Young People Safeguarding Policy, Social Media Policy and GDPR

## To apply

- Complete our application form online (CVs not accepted):  
<https://zfrmz.com/zorZGgXUnAng4iQclWCG>

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Talent Foundry Safeguarding and Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report this in line with the Safeguarding policy.

