

Education Partnerships Officer (Schools Engagement).

Location: Central Belt of Scotland (1+ day a week in the Edinburgh office) (hybrid WFH option)

Start date: ASAP

Details: Full time, 6 month fixed-term contract, £18k

Please send your CV (2 pages max) and a motivation statement to show why you'd be great for this role.

Application deadline: Closing when enough applications are received - so apply ASAP

Candidates without a motivation statement will not be considered.

Overview

Uptree is an **award-winning, purpose driven** organisation whose mission is to achieve equality in careers education. We partner with leading companies to offer exceptional work experiences and professional encounters for young people aged 14-21. Our current partners include Publicis Groupe, Ogilvy, Google, GSK, J.P. Morgan, IBM, Arm, Clifford Chance and many more.

Are you **passionate** about helping diverse and **underrepresented young people** to enter the world of work?

Do you want to **grow and progress quickly** in a company with ambitious expansion plans?

We have a **not-to-be-missed** opportunity to play a key role as an **Education Partnerships Officer (Schools Engagement) at Uptree**. We're looking for someone who shares our interest in helping young people from diverse backgrounds to learn about the exciting opportunities that exist within businesses today. You will be working within the Education Team to help build and grow our education partnerships with schools across the UK and engage more students in quality careers education.

Who are we?

We believe in a level playing field where every young person has the access and opportunity to progress their careers based on their talent and potential (not their connection or background).

Our mission is to be the leading careers education and work experience platform championing diversity, inclusion and equality of opportunity for all.

Together with schools, students and employers our passionate team works to democratise industry-led careers education to enable every young person to showcase their potential and access the work of work.

Our decisions are value-led and these are behind everything we do. These include:

- Young people first
- Inclusivity at our core
- Humans before technology
- Empower others
- Impact at scale
- Learning and sharing

Check out our website and find out more about us.

What will you do?

You will be responsible for providing support to our education partners, understanding their needs and how they use Uptree within their schools, and working to improve school engagement in Uptree opportunities.

Education Partnership Administration

- Meet weekly call targets to review partnership details with existing school partners and support network expansion to new schools
- Research contact details of target schools for regional expansion
- Import student lists to uptree.co platform when submitted by schools
- Manage school booking entries on shared Google Calendar and support with school booking admin
- Track new school partnership registrations and support with data onboarding process

Support schools and students to access top careers education

- Update weekly school booking content, as requested by Education Partnerships Officer and Manager
- Send weekly careers resources and links as requested by partner schools, updating relevant trackers

- Contribute to Twitter posting to encourage school participation in Uptree events and resources

Professional development

- Participate in relevant trainings/workshops (internal & external)
- Have regular goal setting check ins with line manager

What you'll bring to the team

The most important thing for us is finding someone who is excited about our values and mission. Here's what we are looking for:

Inspiring communicator - Both in writing and when talking to people. You'll spend a lot of time speaking with our teachers and education partners over the phone and via email to ensure they're getting the most out of their Uptree membership.

Making a difference - We want you to bring passion to Uptree, to be genuinely excited about our mission and values, and to care about the work you are doing every day. You will want to get involved in meaningful activities that make a difference to the lives of young people.

Self-motivated - You're not afraid of picking up the phone to call schools and can manage your workload and priorities from home and in the office.

Eager to learn - You're organised and looking to develop your skills and knowledge.

An understanding of schools and the school systems in Scotland and/or England would be beneficial.

Why work for us?

- Impact - We put young people first, change lives and make society a better place.
- Flexibility - For us and you, to run with new ideas, get involved in projects, and make this role your own.
- Wellbeing - We might be biased, but our perks are pretty amazing. You'll have lots of holiday, monthly team socials, and an extra hour off a month with a budget to spend on something you enjoy doing. You also have the freedom to design your working hours in a way that suits you best.
- Personal Growth - We have ambitious goals to scale our partnership operations over the next year. You'll play a key role in this as an early hire.

How do I apply?

We are interested in hearing WHY you want to work for Uptree.

Please send your CV (2 pages max) and a motivation statement to show why you would be great for this role.

Applications without an application statement will not be considered.

Application deadline: Closing when enough applications are received - so apply ASAP

From this point, there will be:

- 30 minute panel interview with members of the team
- Short timed written task or presentation
- Founder & CEO interview

Hours: 37.5 hours/week, flexible working around team core hours (9.30am-4pm)

Holiday: 25 days

Location: Central Belt of Scotland (Edinburgh workspace, one day per week), other locations may be considered

Additional benefits: WFH options, monthly well-being treats and weekly socials

If you would like to have an informal conversation about the role, please let us know and we'll organise a chat.

We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender, gender identity or expression, or veteran status and are proud to be an Equal Employment Opportunity and Affirmative Action employer.

If you have any questions on the application process or have a disability or health condition that impacts your ability to complete this application or interview then please let us know. You will know what works best for you, and on reaching out we will together understand what is suitable.

Please note, all Uptree staff are required to have an enhanced DBS check as part of their role, given the nature of our business. Any information given will be treated in the strictest confidence. Suitable

applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role to which they are applying

Contract length: 6 months with intention to convert to permanent for the right candidate