

Senior Manager (& Team Lead) - Outreach & Delivery Team (maternity cover).

Location: Live anywhere in the UK; we have (on average) 6 days per year that we require the team to be together in a London or Edinburgh office, but you have the flexibility to live anywhere in the UK.

Contract: Full time fixed term contract, 9 months May 2025 - February 2026. Part time applications may be considered for the right candidate.

Type of role: Operations and Strategy

Salary: £31,921 - £41,497

Deadline: 28th February 2025

Restrictions: We cannot offer visa sponsorship and you must be able to work in the UK.

Privacy: Please read our [Uptree job candidate privacy notice here](#) before submitting your application.

The role

What will you achieve in the next 9 months?

The Senior Manager is responsible for overseeing and executing the strategic outreach and delivery of educational programs and events. This senior role involves managing a team, developing outreach strategies, fostering key stakeholder relationships, and representing the organisation at external events. The ideal candidate will be a strategic leader with strong communication skills, a passion for education, and a proven ability to manage and inspire a team.

What will you achieve in the next 9 months?

Team Leadership and Management:

- Oversee team strategies and outcomes to implement outreach plans and content marketing activities for schools and young people.
- Manage the team's execution of school calls and emails.
- Delegate event management responsibilities and monitor team performance in meeting deliverables and achieving impact.
- Ensure team accuracy and accountability across all monday.com trackers, platform pages, and resource creation.
- Support the team in meeting delivery needs, stepping in to action tasks and/or project management where needed.
- Provide line management and overall team management to ensure effective operation and team cohesion.

Event and Stakeholder Management:

- Achieve target numbers for external events, including speaking engagements, as the "face of Uptree" with a focus on commercial objectives.
- Achieve customer intimacy and loyalty by delivering on the target number of discovery and networking calls with key stakeholders alongside the Head of Partnerships.
- Attend and manage events as required to ensure they meet strategic objectives and contribute to overall impact.

Platform and Resource Management:

- Ensure team accuracy in all aspects of monday.com, including trackers and resource creation.
- Support product delivery through effective oversight of Uptree platform and website tasks.

The company

Uptree is providing young people with free experiences of work to drive equality of opportunity for all.

Company size: 1-20 employees

Female founder | Social impact | B2C | B2B | Marketplace | Education | Recruitment | Training | Diversity and Inclusion | Flexibility and wellbeing | Recognition and reward | Meaningful work | Working with great people across the UK and EEA representing 7 nationalities

Check out [our website](#) to find out more about us and our values.

Understand why we are working towards equality in early careers here:

<https://uptree.co/blog/why-we-are-working-towards-equality-in-early-careers/>

Who you are

Dealbreakers

- People management experience and proven ability to successfully delegate.
- Able to work independently with limited direction.
- Experienced in managing competing priorities.
- Experienced in leading cross-functional projects and setting direction at a project level.
- Strong verbal and written communication - you can clearly articulate goals, expectations or feedback and guide debates to reach a consensus.
- Proactive problem solver - you are able to reduce the complexity of projects, services and processes in order to get more done with less work.
- Detail orientated.

Desirable

- Management of multiple people/sub-functions.
- 2+ years of people management experience.
- Project management qualification.
- Leadership or People Management qualifications.
- Knowledge of UK schools systems and/or early careers landscape.
- Experience presenting to external stakeholders.

Uptree benefits

- Macbook provided and support with home-office equipment
- £50 monthly wellbeing budget and one hour each month to enjoy your well-being activity
- 28 days annual leave + flexible public holiday policy (8) + Christmas week-long closure, + increase up to 30 days annual leave with long-service after 2 years + holiday purchase scheme of up to 5 days extra via salary sacrifice
- Flexible working hours; you take ownership over how you get your work done
- Summer working hours; you finish at 1pm on Fridays each July and August
- 30 bookable “nomad working” days outside of the UK each year within the European Economic Area
- Three reviews a year using our transparent career progression framework, and personal development time
- Access to hundreds of co-working spaces in London, Edinburgh, the UK and Europe through our partner Hubble
- Live anywhere in the UK
- Enhanced Parental Leave policy, e.g. up to 17 weeks maternity full-pay after 4 years of service and up to 6 weeks paternity pay.
- Paid for eye tests yearly.
- Over 30,000 deals and discounts via [CharlieHR perks](#)
- Inclusive environment - a place where everyone's voice is heard and valued

Our benefits are adjusted on a pro-rata basis for part-time team members, ensuring that they receive benefits proportionate to their work hours compared to full-time employees.

Our hiring process

We do all our interviews remotely and we do ask you to have camera software enabled. The process usually looks like the one outlined below – but if you make an application, we'll send you a more detailed breakdown ahead of time.

- Step 1: Initial phone call with the hiring manager. This tends to last around 30 minutes.
- Step 2: First stage interview. You'll have a video interview with a cross-section of our team, lasting around 45 mins to 1 hour.
- Step 3: We'll ask you to complete a skills-test. (we don't expect you to spend more than 1-2 hours on this).

- Step 4: Final stage interview - a 'meet the Leadership team' call, including a chat about your skills test and some final questions from our C-Suite team.

All of our team members are required to have an enhanced DBS check due to the nature of our business. Any information given will be treated in the strictest confidence and this is a prerequisite for joining the team. Suitable applicants will not be refused posts because of offenses which are not relevant to, and do not place them at or make them a risk in, the role to which they are applying. Uptree reimburses all associated charges.

We are an equal-opportunity employer and believe in the power of a diverse, inclusive team.

We welcome all applications from all suitably qualified people, regardless of race, sex, disability, religion/belief, sexual orientation or age.

Please let us know if you require anything which would enable your success throughout our interview process.