

## **Education Partnerships Officer**

**Location: London (Moorgate Office) (hybrid WFH option)**

**Start date: ASAP**

**Details: Full time, permanent**

*Please send your CV and a Cover Letter (1xA4 page max) to show why you'd be great for this role.  
Application deadline: Closing when enough applications are received - so apply ASAP  
Candidates without a cover letter 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, 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 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 outreach and engagement of schools and students across the South East and East of England, ensuring our events run to capacity and students are getting the support they need to bridge the gap between education and employment.

*Drive school partnerships and network engagement in assigned regions: South East England and East of England*

- Manage the organisation and delivery of workshops and assemblies in partner schools to drive platform and event sign ups in assigned region(s) and meet partner targets
- Contribute to engagement tactics to increase event participation and resource utilisation amongst students and schools
- Meet weekly call targets to increase engagement amongst existing school partners and support network expansion to new schools
- Lead on targeted expansion efforts in your region(s), including researching relevant contacts and tracking new school partnership data

## *Connect young people to work experience*

- Manage targeted outreach to schools and students in your regions to drive engagement in work experience events and partner opportunities
- Manage end-to-end student confirmation process for assigned event lists
- Liaise with Uptree Partners Team regarding event recruitment and employer needs

## *Support schools and students to access top careers education*

- Be a project champion for your key activity areas:
  - Student engagement and communication
    - Support activity amongst Uptree Ambassador Network
    - Update and send weekly student newsletters
    - Support student focused social media and blog activity, including creating content, liaising with students, posting and interacting with comments

## *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:

### **Skills and competencies**

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.

Detail-orientated - You're organised and have great attention to detail. You can stay on top of multiple deadlines, and love following up on data and processes to ensure nothing slips through the cracks.

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 or students and can manage your workload and priorities from home and in the office.

Multitasker - You can manage your workload to oversee multiple deadlines for yourself and for our students and schools.

Flexible - As a small company, things change often and you need to be prepared to adapt to the needs of different events and partner requests.

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

## **Knowledge and experience**

Building professional relationships

An understanding of schools and the school systems in Scotland and/or England

Experience using Instagram and creating Reels

Experience working with schools (desirable)

Experience using Mailchimp or similar software (desirable)

Experience using Canva (desirable)

## **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 and a Cover Letter (1xA4 page max) 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
- Final interview with our CEO/COO

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

Holiday: 25 days

Location: Hybrid London (Moorgate Office) & Work from Home, 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*