

Operations Manager (Education).

Location: London (Moorgate office) or Edinburgh

Start date: December/January 2023

Salary: £35k, based on experience

Details: Full time, permanent, hybrid working

Application deadline: 30 November 2022

Are you a dynamic people-person with a talent for building professional relationships?

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.

Let's paint the picture for you!

Uptree was founded to put an end to inequality of opportunity, where no young person is left behind on their journey from education to employment.

We're on a mission to be the leading platform providing young people with free careers education and experiences of work to drive equality of opportunity for all.

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

What will you do in this role?

You will take on a key role in the Uptree Education Team, managing a team of Education Officers and overseeing their work, as well as looking after our current work with schools and students in one small region, supporting our continued growth to reach 1 million young people with careers education by 2026.

Team management (20%)

- Line manage a team of up to four Education Partnerships Officers

- Work with Senior Education Manager to maintain oversight of data related to school and student activity, sharing and presenting across the team as necessary
- Work with Senior Education Manager to oversee student and school facing social media and communications

Drive school partnerships and engagement (40%)

- Manage the delivery of workshops and assemblies in your partner schools to reach wider team targets
- Lead on engagement tactics to increase resource utilisation, teacher portal activity and event participation amongst existing partners
- Manage national expansion targets, delivering expansion activity as needed in assigned regions
- Contribute to the planning and implementation of features to improve teacher and student UX on the uptree.co platform

Connect young people to work experience (30%)

- Lead on targeted event outreach to schools and students in your region
- Manage end-to-end student confirmation process for assigned event lists

Professional development (10%)

- Participate in relevant trainings/workshops (internal and external)
- Have regular goal setting check ins with line manager
- Contribute to external activity promoting Uptree as an industry leader (writing blogs, external speaking opportunities, etc)
- Contribute to internal CPD sessions to share relevant careers education knowledge and skills

What will you 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:

Experience - **2+ years of experience** in a similar role so that you can innovate and progress with the Uptree Team.

Supportive - You're passionate about supporting others and helping them achieve their goals and potential.

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.

Detail oriented – You're organised and have great attention to detail. You can stay on top of multiple deadlines for yourself, your team and your stakeholders, and you enjoy following up on data and processes to ensure nothing slips through the cracks.

Inspiring - You lead by example and encourage others to be the best they can.

Solution oriented - You're not afraid of facing a challenge head-on and you enjoy thinking ahead to solve problems before they arise.

Skilled at prioritising - You can multitask and prioritise your time effectively to reach business goals, ensuring both you and your team perform to a high standard.

An understanding of schools and the school systems in Scotland and/or England would be beneficial, as well as knowledge of student engagement tactics.

How will we reward you?

- **Impact** - We put young people first, change lives and make society a better place.
- **Wellbeing** - We might be biased, but our perks are pretty amazing. You'll have lots of holiday, an annual company team day, regular team socials, summer working hours finishing at 1pm on Fridays, and an extra hour off a month with a well-being budget to spend on something you enjoy doing. You also have the freedom to design your working pattern in a way that suits you best around core hours.
- **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 to apply

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

Please send your CV (2 pages max) and your answers to the following questions (200 words max per question):

1. Why do you want to work at Uptree?
2. Briefly outline your relevant experience.
3. What is the biggest challenge that you've faced and how did you handle it?
4. When have you had to handle working on multiple projects or tasks simultaneously?

To apply: Email your CV and supporting answers to jobs@uptree.co.

Incomplete applications will not be considered.

Application deadline: 30 November 2022

From this point, there will be:

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

Start date: December/January 2023

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

Holiday: 28 days + Bank Holidays

Location: London (work from home options with per week in Moorgate offices)

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

If you would like to have an informal conversation about the role, please email jobs@uptree.co 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.