

School Outreach Officer.

Location: London (Moorgate office), with travel across London, East and South East England

Start date: November/December 2022

Salary: £21,000

Details: Full time, permanent

Application deadline: Recruiting on a rolling basis so apply early

Overview

Are you a talented public speaker with a passion for engaging young people in the world of work?

We are looking for someone who shares our passion 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 engage with post-16 students in schools across London and the South of England where you will support them to access 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 be responsible for student engagement across London, with some travel to the South East and East of England, raising awareness of Uptree and ensuring students are getting the support they need to bridge the gap between education and employment.

Drive school delivery and network engagement in assigned regions (60%)

15 hours/week delivering content in schools, 7.5 hours for booking admin

- Deliver workshops and assemblies in partner schools to drive platform and event sign ups in assigned region(s), achieving target 70% audience conversion rates
- Contribute to engagement tactics to increase event participation and resource utilisation amongst students and schools following school sessions
- Process admin tasks related to bookings delivered, including preparing presentation decks and importing student sign ups after bookings

Connect young people to work experience (20%)

- Monitor targeted outreach to schools and students for assigned work experience events
- Manage end-to-end student confirmation process for assigned events
- Liaise with Partners Team regarding event recruitment and employer needs

Support schools and students to access top careers education (10%)

- Contribute to student support and destination tracking activities
- Support engagement of the Uptree Associate Presenter programme

Professional development (10%)

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

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:

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. Your understanding of schools and the school systems in Scotland and/or England will allow you to get involved in meaningful activities that make a difference to the lives of young people.

Inspiring communicator - You'll spend a lot of time visiting schools and presenting about Uptree to young people so you will be a confident public speaker, with experience presenting to post-16 students

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.

Time management and punctuality – You can organise your travel time and plan ahead your journey to ensure you arrive at school on time.

Self-motivated - You can manage your priorities and workload to oversee multiple deadlines for yourself and for our students and schools, both when working in the office and remotely.

Flexible - As a small company, things change often so you need to be prepared to adapt to the needs of different events and partner requests. It helps if you're organised and looking to develop your skills and knowledge in this industry.

Desirable extras - Experience working with schools; experience using Mailchimp or similar software; experience using Canva.

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

Please send a CV and cover letter (200 words max.) outlining why you'd be great for this role and why you're interested in working at Uptree to jobs@uptree.co

The most important thing for us is finding someone who is excited about this role. We want to work with the best people, no matter their background. So, if you're passionate about learning new things and keen to join our mission, you'll fit right in.

Also, qualifications aren't that important to us. If you've got great experience, even if only a tiny bit in some of the areas, and you're a team player, we'd like to hear from you.

And because we believe that diverse teams work the best, we'd especially love to hear from you if you're from an under-represented demographic.

If you would like to have an informal conversation about the role, please reach out and we'll set up a chat with the Hiring Manager.

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 email jobs@uptree.co. You will know what works best for you, and on reaching out we will together understand what is suitable.

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.

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.