

Partnerships Officer.

Location: Moorgate, London (hybrid WFH option)

Start date: January 2022

Details: Full time, permanent, £23k

Please send your CV (2 pages max) and something that evidences your motivation to join us to show why you think you would 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 a **Partnerships Officer at Uptree.**

You will be responsible for leading Uptree's marketing function undertaking all the activities required to build our brand awareness, increase new employer Partner acquisition and support for our existing employer Partners deliverables.

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?

This is a role with lots of variety and the opportunity to progress quickly into a Partnerships Manager position.

Content Creation and Platform Management

- You will have ownership of maintaining and updating the uptree.co platform with helpful content for our students and partners
- You will undertake weekly checks of partner events and opportunities making sure our students have the most up to date information on our partners
- You will be responsible for writing engaging copy to encourage student sign-ups
- You will create blogs and interesting early careers articles, leading on these with your own topics and ideas
- We have plenty of room to grow, and you'll help us improve, by putting your own spin on our processes and offering your ideas!

Event Coordination

- You'll work closely with our employer partners and Partnerships Managers in an engaging and proactive way, to deliver impactful and exciting industry events for our student network.
- You will take ownership of gathering and presenting data to our partners after events through impact reporting, to outline how we have met agreed goals.

- You will have responsibility for event logistics and communications cross-team, which currently take place virtually on the Zoom platform
- You will design and lead on monthly snapshots for our partners, detailing progress made so they want to keep working with us.

Progression

- As we want you to learn quickly, you'll attend relevant early careers events and participate in training and workshops.
- You'll have opportunities to join key meetings, presentations and planning calls with our partner organisations. When in-person, some travel across the UK may be required.

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:

Detail-orientated - You're organised and have great attention to detail and love making sure nothing slips through the net.

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

Commercial - We're a passionate bunch in the Partnerships team, and go the extra mile to make sure our employers have a great experience working with us. That means we get stuff done and think ahead.

Communicator - Both in writing and when talking to people. You'll spend a lot of time working to make sure our events and opportunities are presented in the best possible way for students, and this will involve collaborating with both partners and teams at Uptree.

Self-Starter - We are looking for someone who is proactive in adapting and creating content without waiting to be told what to do.

Experience - You'll need an English Language or Literature GCSE at grade C/5-6 or above (or Scottish equivalent), and it's a bonus if you've worked in a role involving project management or creative work e.g. marketing/copywriting.

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 something that evidences your motivation to join us and why you think you would be great for this role. This might be a letter or a video, or an example of your work - be as creative as you like so long as you show genuine interest.

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

Start date: January 2022

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.