

Education Partnerships Officer.

Location: Edinburgh (George St office), London (Moorgate office) or Manchester (remote)

Start date: June 2023

Salary: £21,000-£25,000

Details: Full time, permanent

Application deadline: Rolling

Overview

Are you passionate about helping diverse and underrepresented young people to enter the world of work?

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. Working within the Education Team, you will be responsible for outreach and engagement of schools and students across assigned regions of the country, ensuring our events run to capacity and students are getting the support they need to bridge the gap between education and employment.

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?

Drive school partnerships and network engagement in assigned regions (40%)

- 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 (30%)

- 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 (20%)

- Contribute to asset creation for student and/or school focused engagement and objectives
- Collaborate with the team to produce exciting and accessible careers content for use by our students and schools
- Deliver content to students and/or teachers, as needed, in schools, online and/or at events (ad hoc)

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:

Inspiring communicator - Both in writing and when talking to people. You'll spend a lot of time speaking with our teachers, education partners and students over the phone and via email to ensure they're getting the most out of Uptree.

Detail-oriented - 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.

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.

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

Experience - You will have at least 1-2 year of relevant experience.

An understanding of schools and the school systems in Scotland and/or England would be beneficial.

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 education activity over the next year. You'll play a key role in this as part of the Education Team.

How to apply

Please send a CV (max 2 pages) and a response to the below questions (max 1 page) to jobs@uptree.co

- 1) Why do you want to work at Uptree?
- 2) What excites you most about this opportunity?

Incomplete applications will not be considered.

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.

Uptree welcomes and encourages applications from people of all backgrounds, including LGBTQ and non-binary candidates. Uptree particularly welcomes applications from Disabled, Black, Asian or Minority Ethnic candidates, as these people are currently under-represented throughout Early Careers, and Annabel and her team are committed to improving employment opportunities for these individuals. Uptree is 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 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.