



## Digital Skills Programme Manager

---

upReach is an award-winning social mobility charity supporting less-advantaged students to secure graduate jobs in sectors including Technology, Law and Consulting. We deliver a comprehensive programme of professional development to over 2,000 students, working in close partnership with leading employers such as Deloitte, FactSet, Goldman Sachs, McKinsey and Slaughter and May.

In October 2019, upReach won the Charity of the Year Award (income < £1m) in the prestigious Charity Times Awards, and the charity also won the “Embracing Digital” award in the 2020 Charity Governance Award.

As part of our continued expansion into the technology sector, we are seeking to hire a **Digital Skills Programme Manager**. This is an exciting opportunity for an individual to design a comprehensive training programme for students on upReach’s expanded Technology programme, who are interested in careers in the Technology sector. They will also design an enhanced set of Digital Skills training opportunities that will be available for students across upReach’s range of programmes, to increase their employability skills for all sectors regardless of their career preferences.

Our current team includes recent graduates and those with experience up to Partner / Director level - all of whom share a passion for improving social mobility. This opportunity would suit someone with prior experience in the technology sector, learning and development and/or designing and implementing training programmes.

---

### **Key Information**

**Digital Skills Programme Manager:** This individual will be responsible for designing (or sourcing) comprehensive training programmes and content for students on upReach’s programmes (called upReach Associates). They will work specifically on upReach’s expanded technology programme and support Associates to develop their employability skills with a focus on careers in the technology sector. They will also design a new set of Digital Skills Training opportunities available for all upReach Associates regardless of their career preferences.

<b>Location:</b>	Bristol, London, Manchester, Nottingham or Newcastle (initially on a remote basis)
<b>Hours:</b>	40 hours per week, 9am - 6pm (with some flexibility)
<b>Start date:</b>	ASAP
<b>Reporting to:</b>	Director of Programmes and Impact
<b>Salary:</b>	£30,000 - £40,000 per annum, including London weighting if based in London





**Application deadline:**

**9am on Monday 17th May 2021**

Early applications are encouraged as we may interview and/or appoint before the closing date.

### **About upReach**

Do you think that your socio-economic background should determine your career prospects? upReach's vision is of a society in which everybody has an equal opportunity to realise their full career potential. We help young people from less-advantaged backgrounds achieve their career potential by providing an intensive programme of support that addresses socio-economic barriers to graduate employment.

Our work is important because right now a student from a disadvantaged background who gains a first class degree from a top university is less likely to secure an elite job than a more privileged student with a 2.2.

We are an award-winning charity employer working to address this issue in partnership with employers and universities. Building on the success of the past five years, upReach's current partners include Allen & Overy, Bank of America, the Civil Service Fast Stream, Deloitte, McKinsey and Slaughter and May. We also partner with universities including Exeter, King's College London, Liverpool, Warwick and Manchester.

This academic year, over 2,000 undergraduates (we call them upReach Associates) are being supported through our unique programme of application support, soft skills workshops, video forums (small group, online seminar-style sessions), mentoring and professional experience.

To find out more about upReach and how we support our students, visit our [website](#) and read our [Annual Report](#).

### **About the Role**

**Digital Skills Programme Manager:** This individual will be responsible for building Digital Skills content and training for upReach Associates. Core delivery responsibilities will include:

- Contribute to strategic decisions concerning the design and delivery of the Technology programme.
- Research, design and create the learning & development content needed for Associates on the Technology Programme.
- Work with the Technology Team to deliver events relevant to the unique needs of the participants on the Technology Programme.
- Monitor and evaluate the effectiveness of the programme and training delivered, working with Technology Programme Manager to meet the programme KPIs.
- Design a new set of Digital Skills Training opportunities and create resources available for all upReach Associates, regardless of their career preferences, and take responsibility for the relevant KPIs.





- Create and maintain the appropriate content and resources to support all upReach Associates in their commercial awareness and understanding of the impact of technology on all career sectors.
- Build tools to support all Programme Coordinators in their delivery of application support (e.g., application guides, mock interview templates, resource signposting, etc) for all upReach Associates.
- Identify external specialist training providers, where appropriate, ensuring a high quality of delivery and return-on-investment.
- Maintain strong relationships with Technology sponsor partners in collaboration with the Technology Programme Manager and Partnerships Manager, including quarterly/annual reporting requirements on stakeholder KPIs.
- Contribute to strategic decisions concerning the resourcing of the Technology Programme.

### **Person Specification**

This position would be suited to individuals who are committed to upReach's mission. We are looking for individuals who are passionate about social-mobility and believe that background should not be a barrier to graduate employment.

To be successful it is anticipated that you would have at least 3 years experience working in content creation and training design. You should be proactive, resilient, and used to managing competing priorities within a varied workload. The ideal candidate will have a strong interest in the technology sector and experience working in a technology firm or in a tech-role in an organisation in a different sector.

### **Essential Skills/Experience:**

1. Experience working in the technology sector or in technology-related roles, and knowledge of the skills required for roles in Technology.
2. Experience designing and delivering training and learning & development content (ideally technical).
3. Experience working in a fast-paced environment and working independently to find solutions to problems.
4. Ability to engage and flex communication style confidently with a variety of stakeholders, such as beneficiaries, upReach partners and all levels of employees across the organisation.
5. Excellent influencing, facilitation, and communication skills (both oral and written) and be comfortable preparing and presenting reports and proposals to senior management and external stakeholders.
6. Strong project management and problem solving skills, in addition to superb organisational skills to manage a varied workload.
7. Self-motivation and an ability to work in a small team as well as independently, with a creative and a proactive attitude.





8. At least a Grade 'B' in Maths and English GCSE (if you have extenuating circumstances, let us know)\*
9. University degree (2:1 or higher)\* in any discipline, or equivalent experience.

\* The nature of the role requires a high standard of Maths and English, and the ability to quickly review a large amount of information and identify and communicate key themes clearly. Applicants may demonstrate this through the academic qualifications shown above and/or other relevant experience. As our beneficiaries are all undergraduates, a good understanding of the university experience is essential, although it is not necessary that this was acquired through personally gaining a degree.

#### **Desirable Skills/Experience:**

1. Knowledge of the graduate labour market in the UK.
2. Knowledge of the types of roles available in the technology sector.
3. Experience of a programme delivery from end to end, from design to reporting and evaluation.

#### **Values & Competencies**

upReach upholds the following values:

- Perseverance
- Integrity
- Advocacy
- Aspiration
- Proactivity

We are looking for candidates to display the following competencies during the application stages:

- Problem solving and decision making
- Planning and organising
- Collaboration
- Passion and motivation
- Communication skills

#### **Application Process**

Please email your CV and a covering letter (in PDF format) to Sam Gill at [HumanResources@upReach.org.uk](mailto:HumanResources@upReach.org.uk) by 9am on Monday 17th May 2021. In your covering letter, please explain your motivation for applying to this role, and why you are interested in working at upReach, giving further details about your interest and ambitions.

Early applications are encouraged as we may interview and/or appoint before the closing date.





If you have any questions about the role or application process, please reach out to Sam Gill at [HumanResources@upReach.org.uk](mailto:HumanResources@upReach.org.uk).

Please Note: upReach has a responsibility under the Immigration, Asylum and Nationality Act 2006 to ensure that, **at the time of starting their employment, successful candidates have permission to work in the UK.**

If you have a right to work in the UK, **you will be required to bring proof of this to your online interview** (by providing your original passport or other right to work documents). If your permission to work in the UK relies on a job offer, please bring written details including evidence of any existing visas or work permits. A photocopy/ scan will be requested of your right to work document(s) and stored securely. If you are unsuccessful at interview the copy will be destroyed. Unfortunately, upReach is unable to financially sponsor Visas or work permits.

### **Equal Opportunities**

upReach is an equal opportunities employer and does not discriminate in employment matters on the basis of race, religion, gender identity, sexual orientation, age, disability, social background or any other protected class. We support workplace diversity and believe it creates dynamic and effective organisations. We are working hard to increase diversity in our team and would particularly welcome applications from BAME candidates.

We are committed to making our roles and culture inclusive. We can make reasonable adjustments throughout the application process and on the job. If you have particular needs or requirements, please get in touch using [HumanResources@upReach.org.uk](mailto:HumanResources@upReach.org.uk).

