

Employer Partnerships Manager

upReach is an award-winning social mobility charity supporting students from less-advantaged backgrounds to secure graduate jobs in sectors including Banking & Finance, Investments, Law, Consulting, Government & Public Sector and Technology. We deliver a comprehensive programme of professional development to over 2,700 students, working in close partnership with leading employers such as Allen & Overy, Civil Service, Goldman Sachs, PwC, 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. In 2021 upReach’s work on the Social Mobility Network was a finalist in the Third Sector Awards ‘Breakthrough of the Year’. The charity was also a finalist in three categories at the Charity Times 2021 Awards including ‘Best use of Technology’ and the ISE Awards 2021 for our partnership with the University of Exeter.

upReach is seeking to hire an **Employer Partnerships Manager** who will support the execution of our employer partnerships strategy and the delivery of sustainable income growth from new and existing partners. This is an exciting opportunity to join a diverse team of individuals who are passionate about improving social mobility. The successful candidates will demonstrate previous experience of building and managing partnerships.

Key Information

Role:	Employer Partnerships Manager
Location:	Bristol, Manchester, Newcastle, Nottingham or London
Hours:	Full-time 40 hours per week, 9am - 6pm
Start date:	As soon as possible
Salary:	£26,500 to £35,500 pro rata per annum (including London weighting if based in London)
Application deadline:	9am on Monday 17th January <u>Early applications are encouraged,</u> and we may interview and appoint before the deadline.

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 in the Banking, Finance and Investments industries include **Bank of America, the Diversity Project, Goldman Sachs, HSBC, and Rothschild & Co.** We also partner with universities including Exeter, King's College London, Liverpool, Warwick and Manchester.

This academic year, over 2,700 undergraduates (we call them upReach Associates) will be supported through our unique programme of application support, soft skills workshops, Insight Days, mentoring and professional experience.

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

Core Responsibilities

Responsibilities within this role include:

Growing the number and value of employer partnerships:

- Research and develop a pipeline of employer partners to expand the opportunities available for Associates - for example, building relationships and forming partnerships with employers who can provide work experience placements for Associates.
- Identify opportunities to generate growth in strategically important partnership areas.

- Oversee the end-to-end onboarding process of new employer partners, including contract management and existing upReach processes to ensure the smooth set up, delivery and longevity of the partnership.
- Prepare and deliver compelling and evidence-based pitches and presentations.
- Maintain and build awareness of upReach through thought leadership articles, webinars, newsletters and networking at relevant events.

Execute our plans to grow REALrating (upReach's contextual recruitment system) to become the market leading contextualised recruitment product:

- Grow the number of employer partners using upReach's research-backed contextual recruitment system, REALrating.
- Work in collaboration with upReach's Tech and Product teams to further develop the contextual recruitment system for both existing and potential partners.
- Directly manage existing REALrating partnerships providing high quality service.

Managing and developing existing partnerships:

- Take on management oversight for some of upReach's portfolio of existing partners, as well as stewarding relationships directly. This will involve supporting the upReach Delivery team managing individual employer partnerships on a day-to-day level to ensure the relationships remain strong and mutually beneficial, as well as ensuring outputs are delivered effectively and on-time.
- Lead on contract management, impact reporting and renewals for some key upReach's existing partners.
- Further develop existing partnerships and identify new opportunities to deliver greater and more diverse income.

Person Specification

This position would be suited to individuals who are committed to upReach's mission and have an understanding of, and empathy with, the challenges facing those from lower socio-economic backgrounds.

To be successful, candidates should have experience developing partnerships. This experience of developing partnerships could be with corporates in the charity sector or within a different context. You should be able to demonstrate a proven track record in building, developing and owning effective long-term relationships with new and existing partners, and in managing stakeholder relationships at all levels of seniority. The ideal

candidate will be proactive, resilient and used to managing competing priorities within a varied workload. They should be flexible and willing to perform varying duties depending on the shifting needs of the charity.

Essential Skills/Experience:

1. A proven track record of developing strategic partnerships
2. Experience in delivering varied and successful proposals and projects
3. Experience in qualifying, scoping, and pricing client/partner projects
4. Experience in pitching to potential new partners
5. Excellent communication skills, both written and verbal
6. Excellent organisational skills and the ability to prioritise a varied workload, manage competing demands and deliver to tight deadlines
7. Strong problem solving and negotiation skills
8. University degree (2:1 or higher)* in any discipline, or equivalent experience.
9. Self-motivation and an ability to work in a small team as well as independently.
10. Ability to engage and communicate confidently with stakeholders, such as Trustees, beneficiaries, upReach partners and all levels of employees across the organisation.

* 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. Experience in contract negotiation
2. Knowledge of the graduate recruitment landscape
3. A good understanding of GDPR legislation and regulations
4. Familiarity with Trello and G-Suite

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 Rochelle Kenyon at HumanResources@upReach.org.uk by 9am on Monday 17th January. 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 Rochelle Kenyon at 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.** 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, ethnicity, religion, gender, 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 candidates from ethnic minority backgrounds.



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.