

## Future Charity Leaders Programme (FCLP) Programme Coordinator

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upReach is an award-winning social mobility charity supporting less-advantaged students to secure graduate jobs in sectors including Consulting, Government & Public Sector, Law and Technology. We deliver a comprehensive programme of professional development to over 2,000 students, working in close partnership with leading employers such as Civil Service, 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.

upReach is recruiting for our unique **Future Charity Leaders Programme (FCLP)**. This opportunity would suit individuals who have a passion for social mobility and are looking to gain exposure to various aspects of charity management while working with young people who are exploring their career options. We would welcome applications from those with experience in the corporate world who are looking for a career change, recent graduates, and those graduating in 2021.

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### **Key Information**

upReach's Future Charity Leaders Programme is a unique 2.5 year programme combining delivery work supporting our Associates (4 days per week), with exposure to key aspects of charity management (1 day per week).

**Programme Coordinators** work directly with students, partner employers and universities to deliver our core programmes of support across all career sectors.

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| <b>Role:</b>                 | Programme Coordinator, FCLP                                      |
| <b>Location:</b>             | Bristol, London, Manchester, Newcastle, or Nottingham            |
| <b>Hours:</b>                | 40 hours per week, 9am - 6pm                                     |
| <b>Start date:</b>           | January 2022, with a few spaces available for an immediate start |
| <b>Duration:</b>             | Permanent  |
| <b>Reporting to:</b>         | Programme Manager  |
| <b>Salary:</b>               | £23,000 per annum (£24,000 if based in London)                   |
| <b>Application Deadline:</b> | 30th September 2021  |

## **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.

Our Future Charity Leaders Programme has been running since 2016, and members of our original cohort are now in senior management positions at upReach. The programme offers excellent progression opportunities within the charity. To find out more about upReach and how we support our students, visit our [website](#) and read our [Annual Report](#).

## **About the Role & The Programme**

upReach's Future Charity Leaders Programme (FCLP) is a 2.5 year programme combining delivery work supporting our Associates (4 days per week) with exposure to a range of aspects of charity management (1 day per week). The programme is designed either for high-calibre graduates from any university, academic subject and background, or for those with experience in the corporate world who are looking for a career change and experience in the charity sector.

The programme works on a rotational basis, providing individuals with six months experience in up to five of the below areas of charity management:

1. Alumni Programme
2. Branding, Design & Marketing
3. Employer Partnerships
4. Development Events & Projects
5. External Affairs

6. Finance & Operations
7. Fundraising & Development
8. HR & Governance
9. Safeguarding & Associate Welfare
10. Impact Measurement & Reporting
11. Social Media & Communication
12. Tech Project Management
13. University Partnerships
14. Volunteer Management

In addition to the charity management rotations, an **FCLP Programme Coordinator** will be responsible for delivering personalised employment-focused support to a cohort of approximately 80 Associates, helping transform their lives by giving them the necessary skills to secure a top job. During a typical week, you should expect to be working with undergraduates and supporting the charity in a key area of its operations.

Core delivery responsibilities for an FCLP Programme Coordinator will include:

- Building and maintaining strong relationships with Associates, supporting them to achieve their career goals
- Developing and delivering professional development-focused support
- Individual and small group work with Associates
- Supporting Associates when applying to undergraduate positions and graduate jobs
- Developing sector and/or employability skill knowledge while building resources to support all Associates
- Developing and maintaining strong relationships with university and employer partners
- Planning and delivering events and workshops with partners

### **Person Specification**

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

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

1. Experience working in a fast-paced environment and working independently to find solutions to problems
2. Strong organisational and time management skills with a keen eye for detail and the ability to manage a varied workload
3. At least a Grade 'B' in Maths and English GCSE (if you have extenuating circumstances, let us know)\*

4. University degree (2:1 or higher) in any discipline, or equivalent experience
5. Self-motivation and an ability to work in a small team as well as independently
6. Excellent communication skills and strong written English
7. Ability to engage and communicate confidently with undergraduates, corporate volunteers (mentors) and employers via phone, email, and in person

\*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 and experience supporting individuals through an application process
2. Strong negotiation skills and experience in roles requiring influence
3. Experience with public speaking or leading workshops
4. Experience working in one or more of the career sectors that upReach support Associates applying to

#### **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:**

To apply for this role, applicants are asked to **complete the online application form ([here](#))**, **and upload a CV.**

Successful candidates will be invited to a telephone interview, and/or an assessment centre during September and October. The assessment centre will be held via Zoom and will consist of a combination of individual and group exercises.

Early applications are encouraged as we may conduct interviews before the closing date for candidates that are available to start immediately.

If you have any questions about the role or application process, please reach out to Rochelle Kenyon 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.** 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 or candidates from similar backgrounds to the [students that we support](#).

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).