



**FUTURE  
ACADEMIES**  
LIBERTAS PER CULTUM



# Careers and Enrichment Access Officer Recruitment Pack



Dear Applicant,

Thank you for your interest in the Careers and Enrichment Officer role. I am delighted to provide you with some further information about the Trust and Future, a charity founded by John and Caroline Nash in 2006 below.

Future is a charity, and its vision is to transform educational outcomes for children, especially those from disadvantaged backgrounds. The charity is looking for an exceptional leader to lead its Life Skills Programme. This programme is a flagship initiative, designed to prepare students within Future Academies for successful and meaningful lives by equipping them with essential life skills, resilience, and a broad cultural understanding.

The successful candidate will report to the charity's leadership and will have the opportunity to shape and drive forward this innovative, educational approach. Founded with the aim of providing outstanding education and enriching opportunities, Future, through its academy sponsorship activities, has established a network of academies that strive to achieve excellence in education through a combination of high academic standards and a deep commitment to holistic personal development.

If you think you have the skills, experience, and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

Yours faithfully,

**Natalie Dormer**

Head of Partnerships and Life Skills

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Careers and Enrichment Access Officer
<b>RESPONSIBLE TO:</b>	Head of Partnerships and Life Skills
<b>HOURS:</b>	36 hours per week. Typically working pattern will either be 8am – 4pm or 9am – 5pm.
<b>SALARY:</b>	NJC Pay Scale 6, points 18 – 22 (£36,345 - £38,571).

*Starting salary to be confirmed upon appointment, subject to experience.*

**PLACE OF WORK:** Shared Services Office – Churchill Gardens, Ranelagh Road, Pimlico, London, SW1V 3EU. However, travel to other Trust locations will be required.

**RIGHT TO WORK:** This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance

**STAFF BENEFITS:** Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Mintago – employee benefits platform
- Employee Assistance Programme.
- Access to a Virtual GP
- Eye Care Voucher scheme.
- Salary sacrifice childcare

**PROBATION PERIOD:** The post holder will be required to complete a 6-month probation Period

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### PURPOSE OF THE ROLE

Education enrichment is one of the key pillars of Future Academies. Future Academies believe that a strong careers and education enrichment programme is an essential part of raising the aspirations of its students, giving them the knowledge and skills to achieve excellence, regardless of their background, and preparing them for the world of work, future education, training and employment. As part of our central team, the Careers and Enrichment Access Officer will play a pivotal role in achieving this vision, supporting our growing family of nine academies (and counting) to deliver exceptional access programme.

This role would be suitable for a recent university graduate.

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## MAIN RESPONSIBILITIES AND TASKS

- Coordinate a robust academic enrichment programme across our network, designed to prepare students for applications to highly competitive universities, including Oxbridge.
- Organise and, where appropriate, deliver training for university admissions exams, such as those for medical schools and Oxbridge.
- Promote and coordinate applications to university summer schools and insight programmes
- Identify, apply for, and manage suitable funding opportunities to support university access initiatives and enrichment programmes across Future Academies. This includes staying informed about relevant grants, bursaries, and sponsorships, ensuring that funding is effectively used to enhance the educational experience for our students.
- Coordinate and support any research initiatives within schools, including those aimed at assessing the effectiveness of university access programmes, identifying best practices, and exploring new approaches to improving student outcomes. This may involve collaborating with external research partners or higher education institutions.
- Lead the development and delivery of a programme aimed at highly able primary and secondary students. This programme will go beyond standard exam preparation, enriching students' educational experience and unlocking their full potential.
- Launch and manage the alumni programme, creating a robust network for students in Key Stages 4 and 5 to connect with former pupils for guidance, inspiration, and mentorship.
- Prepare and circulate fortnightly newsletters to sixth form students.
- Develop and implement a system for tracking and evaluating the success of the university access programme across Future Academies. This will include collecting data on student applications, acceptances, and enrolments at top universities, as well as gathering feedback from students, alumni, and partner institutions.
- Regularly report programme outcomes and success metrics to key stakeholders, including Future Academies leadership, trustees, and external partners.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks, but sets out the main expectations of the Trust in relation to the postholder's responsibilities and duties at this time

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

## PERSON SPECIFICATION

	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Role relevant degree</li> <li>• Evidence of continuous professional development</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people, ideally in an education environment</li> </ul>	
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>• Demonstrate a comprehensive understanding of the contextual and academic requirements for making successful applications to the most prestigious universities, including Oxbridge.</li> <li>• Understanding of the diverse make-up of the student population, particularly those from underrepresented backgrounds.</li> <li>• Knowledge of and enthusiasm for higher education and improving the student experience</li> <li>• Understanding of the diverse make-up of the student population, particularly those from underrepresented backgrounds</li> <li>• IT proficient, and competent using Microsoft and other IT Solutions.</li> <li>• Ability to work to and achieve tight and /or changing deadlines</li> <li>• Excellent organisational skills and the ability to prioritise work for self and others</li> <li>• Excellent team skills and the ability to network effectively</li> <li>• Experience of planning and running complex events</li> </ul>	<ul style="list-style-type: none"> <li>• An aptitude for working with spreadsheets and data systems e.g. Bromcom, CMIS, Evolve.</li> <li>• Familiarity with Gatsby Benchmarks and producing Compass reports</li> <li>• Ability to operate with tact, diplomacy, discretion, and confidentiality at all times</li> <li>• Ability to deal calmly, professionally, and effectively with a diverse range of internal and external stakeholders,</li> </ul>
<b>PERSONAL COMPETENCIES AND QUALITIES</b>	<ul style="list-style-type: none"> <li>• Commitment to the safeguarding and promotion of the welfare of all children and young people.</li> <li>• Commitment to equality and Diversity</li> <li>• The ability to be a role model to students and a demonstrate commitment to the Future Academies values and brand</li> <li>• Ability to travel between sites as necessary to fulfil the role.</li> </ul>	

## APPLICATION PROCESS

### 1. Applying for the role

To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)

Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than 9am on 2<sup>nd</sup> December 2024. Applications after this date will not be considered.

### 2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

### 3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

### 4. Taking up the post

The successful candidate will take up the post as soon as possible.

### 5. Additional information

For further information please email [HREnquiries@futureacademies.org](mailto:HREnquiries@futureacademies.org) and a member of the HR team will contact you.

### 6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.