

Future Charity Leaders Programme (FCLP) Programme Coordinator

upReach, the winner of the Charity Times Awards 2019 Charity of the Year (income <£1m), are recruiting for our unique Future Charity Leaders Programme (FCLP). These opportunities 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 both those with experience in the corporate world, recent graduates, and those graduating in 2020.

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.

Role:	Programme Coordinator, FCLP
Location:	London, Manchester, Bristol, Birmingham
Hours:	40 hours per week, 9am - 6pm
Start date:	Monday 13th July 2020
Duration:	Permanent
Reporting to:	Programme Manager
Salary:	£23,000 per annum (£24,000 if based in London)
Application deadline:	Midday on Tuesday 18 February 2020

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 those from comprehensive schools are 17 times less likely than those from selective schools to secure graduate roles at some top employers.

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 Aviva, Bank of America Merrill Lynch, the Civil Service Fast Stream, Deloitte, KPMG, McKinsey, Unilever and Wellcome Trust. We also partner with universities including Exeter, King's College London, Liverpool, Warwick and Manchester.

Last academic year, around 1310 undergraduates (we call them upReach Associates) were supported through our unique programme of application support, soft skills workshops, video forums (small group, online seminar-style sessions), mentoring and professional experience.

This year we plan to support over 1,600 undergraduates, and aim to support 2,500 per year by 2022, while maintaining our personalised approach and expanding the support offered.

Some of our original 2016 FCLP cohort are now in senior upReach management positions and there are good 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 & FCLP

upReach's Future Charity Leaders Programme is a unique 2.5 year programme combining delivery work with our Associates (4 days per week), with exposure to all aspects of charity management (1 day per week). The FCLP programme is for high-calibre graduates from any university, academic subject and background.

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. Policy & Research
10. Safeguarding & Associate Welfare
11. Impact Measurement
12. Social Media & Communication
13. Tech Project Management
14. University Partnerships
15. 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 graduate 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 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

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 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

There are three stages from Initial Application to Offer. For July 2020 starters, we expect to follow the below timeline. **Please be advised that things can change so we appreciate your patience and flexibility throughout the application process.**

Stage	Timing	Details
1 - Submit CV, complete Application Form & Contextualisation & Diversity Questionnaire	Deadline - midday on Tuesday 18 February 2020.	All applicants are asked to complete the online Application Form and upload their CV. Selection will be based on the answers in the form. The Diversity Questionnaire is based on <u>REALrating</u> .
2 - Video Submission (2-3 minutes)	Selected candidates will be notified if they are invited to submit a video by Tuesday 3 March. Deadline for video submissions will be midday on Tuesday 10 March.	Full details and instructions will be provided.
3 - Assessment Centre	Selected candidates will be notified by Tuesday 24 March if they are being progressed to an Assessment Centre. Assessment Centres will take place	The Assessment Centres will be carried out in person or remotely via Skype. If you are invited to the final

	<p>during April, typically between 10.00am-12.00pm and 2-4pm.</p> <p>Successful candidates will be notified within 2 weeks of attending the Assessment Centre.</p> <p>Please note: we expect to place some candidates on hold, or make conditional offers in May, subject to funding and budget considerations.</p>	<p>stage and are unable to attend the Assessment Centres or have any particular preferences (e.g. prefer a morning slot), please email us at HumanResources@upreach.org.uk</p>
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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 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 will be taken of your document(s) and stored securely. If you are unsuccessful at interview the photocopy 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, colour, 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.

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.

Frequently Asked Questions

Q: I graduated a few years ago, am I still eligible to apply for the Future Charity Leaders Programme?

A: Yes - we don't have a time limit and we encourage career changers or those with relevant experience to apply!

Q: What should I do if I have a disability and require specific accessibility arrangements to allow me to attend/perform at a certain stage of the application process?

A: upReach 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.

Q: If I am unsuccessful, can I re-apply?

A: Yes, we would encourage you to ask for feedback and re-apply in the next application cycle.

Q: Can upReach sponsor a work Visa?

A: Unfortunately, upReach is unable to financially sponsor Visas or work permits. This is due to the small nature of our charity and restrictions on funding.

If you have any further questions please call Emily Walter, People Operations Manager, on 0207 089 9105 or email HumanResources@upReach.org.uk