

ThinkForward

Business Partnerships Manager – Nottingham Job information pack



About ThinkForward

Why we exist

ThinkForward exists to empower young people to create better and brighter futures. We want them to be able to identify, realise and shape their aspirations and be ready to make a successful transition into work.

Young people experiencing barriers such as challenging relationships, living in low-income households, or growing up in areas with a lack of access to opportunities can be confronted with hurdles. Without the right support these can lead to high risks of unemployment and long-term effects on their career and life chances.

There are more than 800,000 16-24-year olds in the UK who aren't at school or college, or don't have a job or training place. Our ambition is to prevent young people becoming one of these statistics. In 2022 we will be supporting more than 1000 young people.

What we do

We run three programmes that help young people to gain the independence, skills and confidence they need to fulfil their potential and have happy and successful futures. In an ever-changing world we support them to prepare for their move to adulthood, the working world and the start of the rest of their lives.

ThinkForward - Equalities Manifesto

ThinkForward aims to be a place where all can thrive. We will lead from the front by placing equity, diversity and inclusion at the heart of all we do as an employer, in our work with young people and within our sphere of influence. We value creativity, productivity, good decision-making and reputation, and we know that good equity, diversity and inclusion practices will build these.

We are working to create a world where our young people are more likely to thrive, and the absence of uniformity is considered a strength. We want learning and challenging the status quo to be considered progressive and where people's ethnicity, gender, age, sexual orientation, religious beliefs, disabilities, learning abilities or socio-economic origins are not the defining characteristics of their potential for success.



ThinkForward

Our Vision

That every young person is empowered to gain the confidence, independence and skills they need for a better and brighter future.

Our Mission

ThinkForward delivers unique, personalised coaching programmes for young people at a key stage in their lives, enabling them to overcome the challenges they face and make a successful transition into work. Every young person takes part in workplace activities to develop their life goals and readiness for work. We raise the voices of our young people and support employers to provide fair access to opportunities.



ThinkForward

Business Partnerships Manager

Location: Nottingham

Contract: Permanent, full time (37.5hrs per week)

Salary: £31,555 - £35,045

Start date: Autumn, 2022



Overview of the role

The Partnerships Manager will:

- Coordinate employability activities to equip ThinkForward young people for further education and sustained employment
- Develop and maintain strong external Education and Employment partnerships to support delivery of these progression activities
- Shape ThinkForward's careers advice through expertise and insight around the local educational and employment landscape
- Use data to plan, analyse and evaluate employability and progression activities



Core responsibilities

Coordination of activities - to ensure young people on the programme gain the knowledge, skills, qualifications and experience needed to become ready for work

- To source and coordinate a termly/annual programme of Educational and Ready for Work activities based on the needs of ThinkForward young people
- To prepare businesses and their employees for engaging with the young people
- To manage the Ambassador and Alumni programme, including designing and delivering the monthly meetings and preparing Ambassadors (peer leaders from among the ThinkForward young people) to work at company events.



Core responsibilities

Partnerships management - to ensure ThinkForward remains a collaborative organisation

- To identify, build and maintain strong partnerships with businesses, job brokers, and with training providers and colleges who can provide activities, support and employment opportunities for young people and to work with them to realise those opportunities
- To equip delivery staff in helping their young people access these opportunities
- To continually improve the experience of both young people and employer partners, through quality assurance and constructive feedback
- To liaise with the fundraising team on fundraising opportunities including corporate partnerships, volunteer/individual giving, national partnerships and delivery contracts.

Core responsibilities

Job Brokerage and Careers Information, Advice and Guidance - to understand the local educational and employment landscape to ensure ThinkForward provides relevant guidance and opportunities to its participants.

- To ensure coaches have live local information on jobs and courses so they can deliver quality IAG in coaching and group sessions
- To meet 1:1 with young people to prepare them for specific applications and interviews.

Impact and Data

- To use data on young people's career goals, predicted destination, skills and interests to plan a programme of activities
- To meet any reporting and paperwork requirements for contracts/donor agreements associated with these activities
- To use data such as behaviour, attendance and attainment to assess the impact of activities.

Person specification

ThinkForward operates a staff competency framework to inform our recruitment and performance management of staff. The following behaviours define the expectations for this position.

Professional Expertise

- Experience of working with and empathy for young people with learning difficulties, including excellent grasp of safeguarding procedures.
- Experience of developing networks and managing multiple stakeholders.
- Experience in engaging with or selling to corporate partners and businesses.
- CEIAG qualified (desirable).
- Demonstrates good understanding of the local and national labour market.
- Demonstrates good understanding of educational pathways in the UK.
- Project management experience.
- Confident with spreadsheets and databases.
- Demonstrate a commitment to equal opportunities and anti-discriminatory practice.

Person specification

Communication

- Is approachable and adaptable; able to communicate professionally with stakeholders and audiences of all levels including young people.
- Excellent written and presentation skills.
- Takes active steps to communicate new developments in a timely manner.
- Makes use of the strengths of different channels/methods of communication to publicise and communicate activities and opportunities to wider team.
- Is open and transparent with colleagues and line manager.
- Is assertive and persuasive when required.
- Constructively manages barriers to effective communication.
- Communicates relevant and appropriate information about young people with partners.
- Ensures that communications within ThinkForward reflect our brand, values and business objectives.

Person specification

Planning and Organising

- Exceptionally well organised, methodical and able to deliver to deadlines.
- Has a flexible but determined approach, puts measures in place to ensure reliability of volunteers and young people does not damage the experience of participants or reputation of the organisation.
- Has strong attention to detail, with systems and processes in place to maintain high standards of delivery.
- Prioritises own workload in accordance with higher level goals and objectives.
- Meets deadlines and advises others promptly of likely delays against plans.

Person specification

Teamwork

- Continually engages in joint activities and shared information/ideas with colleagues to achieve mutual objectives.
- Seeks out the best opportunities to collaborate with external partners to the benefit of ThinkForward young people.
- Gains the cooperation and buy-in of team members to challenging tasks.
- Helps colleagues to enhance personal skills/knowledge.
- Accepts decisions that are made for the good of the team after consultation and communication.

Impact and Quality Focused

- Actively monitors changes or developments in outcomes and quality, and continuously seeks to improve them including improvements to systems and resources.
- Ensures that relevant data is inputted and produces accurate management information.
- Continually identifies and communicates likelihood or otherwise of meeting targets.
- Adapts to varying work situations and is flexible in their approach to resolving challenges.

Important information

Benefits

- 4.5% employer pension contributions
- 25 days annual leave with additional office closure days at Christmas
- Two paid volunteer days
- Employee assistance and rewards programmes
- Semi-flexible working
- Policies and culture that support well-being
- ThinkForward has a commitment to the professional development of its staff including the opportunity to undertake a Coaching qualification

ThinkForward staff operate to the following values:

- **Integrity** – we will do what we say
- **Determined** - we will believe in people's potential
- **Innovative** – we will search for creative solutions
- **Trusted** – we will trust our colleagues and our young people
- **Collaborative** – we will collaborate with others

Please send your CV and a cover letter to jobs@thinkforward.org.uk. We will be looking at applications as they arrive so encourage early applications. Your cover letter should be no more than 2 pages and should outline your suitability for the role as described in the person specification.

Unfortunately, due to the high volume of applications we receive, we will only be able to contact successful applicants.

Important information

ThinkForward is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and post holders to share this commitment.

ThinkForward is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender identity, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

As a registered Disability Confident employer, ThinkForward has an accessible recruitment process. We offer interviews to all applicants who meet the job requirements and who declare themselves as having a disability. If you need support, such as materials in larger print, dyslexic-friendly fonts or adjustments for yourself or your PA for the interview, please contact jobs@thinkforward.org.uk and we will ensure you have what you require to successfully complete this process.



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ThinkForward is a
charity registered with
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