

## **FutureMe Practice Manager**

**Reporting to:** Head of Programme – FutureMe

**Key Relationships:** FutureMe Practice Managers, SPC and Progression Coach line reports, Development and Impact teams, school and business partners

**Salary:** £39,405 to £46,359

### **Purpose of the role:**

- To play a vital role in supporting a regional team of Progression Coaches to ensure continued improvement in the quality of their practice.
- To provide young people with personalised one-to-one coaching and group activities, as well as exposure to the world of work and cultural enrichment activities.
- To project manage the FutureMe programme within one of our schools and its local community, including the management of relationships with our regional partner schools and businesses.

### **Key responsibilities:**

#### **Responsibilities to the Team**

- Support Coaches to deliver programme fidelity, maintaining high levels of morale and motivation.
- Performance manage Coaches to achieve outcome targets, ensuring young people secure EET.
- Role model coaching excellence by demonstrating effective techniques and strategies.
- Provide guidance and support for Coaches to enhance coaching skills and improve performance.
- Identify and facilitate CPD needs in line with organisational need and budget.
- Work with HR to ensure organisational processes and practice are adhered to.
- Lead team meetings and workshops for the use of sharing best practice and driving performance.
- Work with Development team to facilitate school-based events that support organisational goals.

#### **Frontline engagement with young people**

- Build and maintain relationships that engage young people with FutureMe's coaching philosophy.
- Assess the needs of the young people, using recorded outcome data to design tailored action plans.
- Plan and deliver activities, ensuring young people engagement and attendance
- Comply with all relevant policies (safeguarding, health and safety, etc.) for working with young people.
- Engage with parents, carers, guardians etc to support young people's outcomes.
- Develop community and post 16 partnerships to support successful transitions.

#### **School relationship management**

- Hold and develop the relationship between the school and ThinkForward.
- Represent ThinkForward at school senior leadership team and governor meetings.
- Work with school staff to manage the annual programme enrolment process.
- Build an extensive knowledge of the support available to young people.
- Work with the school data manager for regular access to required data.
- Produce and communicate termly impact reports for review.
- Report risks to relevant members of staff both at ThinkForward and school

### **Safeguarding**

- To maintain high levels of safeguarding awareness through individual and regional team meetings
- Review and evaluate risk assessments for activities and programs involving young people.
- Undertake accredited DSL training to be first respondent and to escalating incidents that require DSL oversight and support.

### **Employer Engagement**

- Collaborate with regional Business Partnership Manager on ready-for-work and mentoring activities.
- Plan, facilitate and lead on delivery of ready-for-work and business mentoring programme.
- Support with the co-ordination and training of partner businesses and mentor volunteers
- Conduct a review with the business partners during and following programme completion.

### **Impact**

- Ensure that all interventions are logged daily on Salesforce.
- Manage own and team performance through data-informed decision making.
- Development of data literacy and confidence in use of data in achieving programme outcomes
- Support initiatives designed to evaluate the effectiveness of coaching programs.
- Collaborate to identify opportunities for innovation in programme delivery.

### **Person specification**

- Ability to demonstrate:
  - Geographical reach to maintain own caseload and provide individual and team support.
  - Regional-specific awareness of the regional educational, economic and political landscape
  - Experience and specialised knowledge in the field
  - Skills, aptitudes and deep understanding of related complex principles and practice
  - Experience of providing immediate advice, guidance, or instruction to a small team
  - Accountability for practice and procedure(s) that are essential for successful performance and programme delivery.
  - Performance of work requiring considerable discretion, judgement and independence under general guidance, with support from management for policy and professional decisions.
  - Successful relationship management with both internal and external stakeholders, for the purpose of influencing and negotiation.
  - Track record of performance against targets
  - Consistently high level of quality of service under high degrees of pressure

This is a description of the role as it is presently constituted. It is the practice of ThinkForward to examine job descriptions from time to time and to update as necessary to ensure they relate to the role being performed, or to incorporate whatever changes are being proposed in line with our requirements. Any changes would be made following discussion with current incumbent/s.