

# ThinkForward

## Employability Events & Partnerships Manager - London Job information pack



# About ThinkForward

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 and can be confronted with hurdles. Without the right support these barriers can lead to high risks of unemployment and long-term effects on career and life chances.

There are more than 800,000 16-24-year-olds in the UK who are not 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 2024 we will be supporting more than 1000 young people.

For more information on ThinkForward, our vision and mission, our programmes and equalities manifesto, please visit [our website](#).

# ThinkForward

## About our programmes

The **FutureMe** programme provides five years of personalised coaching and employability activities to get young people ready for the world of work. Coaches build trusted relationships, empowering young people to take control, find solutions to challenges, develop skills and create a positive vision for their future.

Specialised ready for work activities support young people to get familiar with the workplace, become inspired and identify a pathway to their chosen career. We run this programme in 15 schools in north and east London, Nottingham and Kent.



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## About our programmes

The **Making Strides** programme operates in London, Kent and the West Midlands, working with young people who have mild to moderate learning disabilities with the aim of supporting them into sustainable paid employment.

Coaches provide long-term support to prepare young people for sustainable paid employment. Young people take part in insight visits, work placements and business mentoring to build their experience and develop skills and capabilities. We also work closely with parents to engage them in the opportunities and benefits of the programme.



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## About our programmes

The **Future Leaders** programme is working with young black men in Year 11 that have faced a range of challenges within mainstream school. In London, young black students are more likely to be excluded from school than white British students and young black men experience high unemployment rates.

To tackle these issues, Future Leaders will support young black men in alternative provisions to make a successful transition into a post-16 destination, overcome the barriers they may face such as a lack of networks, social capital and soft skills, and prepare them to be ready to find a fulfilling career.



# The role

We are looking for someone who shares our ambition that every young person has the confidence, independence and skills they need for a better and brighter future.

As part of our Development team, our Employability Events & Partnerships Managers play a key role in holding some of our valuable employer relationships and through the delivery of our essential 'ready for work' activities.

Working closely with our passionate and dedicated Delivery teams, this role is intrinsic to the success of our programmes through:

- Keen enthusiasm for the facilitation of engaging and inclusive employability activities to equip ThinkForward young people for further education and sustained employment
- Bringing yourself to develop and maintain our strong external Education and Employment partnerships that support the delivery of these progression activities
- Influencing 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

# If this sounds like your ideal job, we're keen to hear from you.

Please send your CV and answers to the below questions to [jobs@thinkforward.org.uk](mailto:jobs@thinkforward.org.uk) for consideration. We are keen to recruit into this role and will be looking at applications as they arrive. Early applications are therefore recommended.

- 1. Can you share an example of where you successfully organised and facilitated an employability event or similar, taking into account the need for inclusive practice?** We are interested to know how you ensured that the event was engaging and accessible to a diverse audience and the strategies you implemented to make it a welcoming space for individuals with different backgrounds, abilities, and needs and your strategies for behaviour management.
- 2. Describe a situation where you have collaborated with internal teams to achieve a common goal related to employability initiatives.** What was the goal, and how did you facilitate effective collaboration among different departments? Additionally, if this collaboration involved external partners, please share how you ensured alignment between internal and external stakeholders to achieve successful outcomes.
- 3. How have you effectively communicated with internal teams, external partners, and diverse stakeholders during the planning and execution of employability events, ensuring that all relevant parties are informed, engaged, and aligned?** We are interested in specific examples of where your communication strategies have contributed to the success of an event and how you navigated potential challenges.

# The details

Contract:	Permanent, full-time (37.5 hours per week)
Salary:	£31,555 - £35,045
Start date:	As soon as possible
Location:	London – onsite and community based, with some opportunity to work from home

ThinkForward offer a range of employee benefits including:

- 25 days annual leave, with incremental increases after 2 years service, up to 30 days per year.
- 3 additional days' leave for office closure days between Christmas and new year
- Flexible bank holidays
- Up to 2 days' leave for volunteering or 4 half days to support wellbeing
- A commitment to personal development
- 4.5% employer pension contributions - 1.5% more than the statutory minimum of 3%
- Interest free employee loans
- Cycle to work scheme
- Employee discounts and rewards scheme
- Employee Assistance Programme



# 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](mailto:jobs@thinkforward.org.uk) and we will ensure you have what you require to successfully complete this process.



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