

ThinkForward Employability Events and Partnerships Manager – West London

Job information pack



About ThinkForward

ThinkForward exists to support 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 barriers can lead to a high risk of unemployment and long-term effects on career and life chances.

There are more than 900,000 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 2025, we will be supporting more than 1,500 young people.

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

Our values

Our values are more than words; they are the principles that guide our actions and decisions every day. By embodying these values, we create a positive and empowering environment for ourselves, our colleagues, and the young people we serve.

Read more about how our values are embedded in our work [here](#).

Authentic



Collaborative



Compassionate



Inclusive



Innovative



About our programmes

The **Future Leaders** programme works with young Black men and women that are at risk of exclusion or have been excluded from mainstream school.

In London, young Black students are more likely to be excluded from school than white British students and young Black men experience disproportionately high unemployment rates.

To tackle these issues, Future Leaders supports Black students in alternative provisions and schools 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.



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, supporting 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.



About our programmes

The **Making Strides** programme operates in London and Birmingham, working with young adults who have learning disabilities and/or autism 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.



About the role

You will play a key role in developing and nurturing our vital business relationships in West London, as well as delivering creative and accessible 'ready for work' activities for our Future Leaders and Making Strides programmes. You will also be intrinsic in developing our important new initiative working with young people in the youth justice system.

Working closely with our passionate and dedicated Delivery teams, our Employability Events and Partnerships Manager will:

- Demonstrate a keen enthusiasm for working with young people and facilitating engaging and inclusive employability activities to equip ThinkForward young people for further education and sustained employment
- Be process driven and organised, with experience in planning and delivery across multiple programmes and projects
- Possess the ability to develop new and maintain our strong external business partnerships that support the delivery
- Influence 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
- Lead on cultivating and onboarding new business partnerships in the West London area

If this sounds like your kind of role, we want to hear from you!

For job description and person specification details [please click here.](#)

Please send your CV and cover letter to jobs@thinkforward.org.uk

Your cover letter should be no more than 1 page and should outline your suitability for the role, with reference to experience you have facilitating employability events for young people and cultivating business partnerships. We're especially interested in hearing from candidates with lived experience relevant to the Future Leaders programme.



The details

Contract:	Permanent, full-time (37.5 hours per week)
Salary:	£32,910 per annum
Start Date:	ASAP
Location:	Hybrid, with a focus on business partnerships in West London, and with flexibility to work from home where workload allows
Closing Date:	21 st April 2025
Interview Date:	29 th April 2025, via an in-person assessment day at our London office

ThinkForward offer a range of employee benefits including:

- Pro rata 25 days annual leave
- 3 additional days' leave for office closure days between Christmas and new year
- 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
- Flexible bank holidays

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 the interview, please contact jobs@thinkforward.org.uk and we will ensure you have what you require to successfully complete this process.



ThinkForward

337 City Road, London, EC1V 1LJ

0300 102 4475

info@thinkforward.org.uk

www.thinkforward.org.uk

LinkedIn: [thinkforward-uk](https://www.linkedin.com/company/thinkforward-uk)

Bluesky: [@thinkforwarduk.bsky.social](https://bsky.app/profile/@thinkforwarduk.bsky.social)

Instagram: [@thinkforwarduk](https://www.instagram.com/thinkforwarduk)

ThinkForward is a charity registered with the Charity Commission.
Registration number 1152862.