Job Title: Employability Events and Partnerships Manager

Key Relationships (Internal): Head of Business Partnerships, Practice Managers, Director of Programmes, BPM's and coaches.
Key Relationships (External): Pre and Post-16 Young People within the programmes, Corporate partners, trust and foundations and school leads.

Overview of ThinkForward:

The ThinkForward programme ensures young people who are disengaged from or underperforming at school receive support to transition into sustained employment. Young people are identified for the programme aged 13 based on risk factors known to increase their chances of future unemployment. They are offered one-to-one support from a progression coach who builds a trusted and long-term relationship over five years, helping them to overcome challenges in and out of school and linking them to ready for work activities provided by a community of businesses. By the end of the programme young people develop the aspirations, skills and mindsets needed to thrive and sustain employment.

The Work Forward programme operates in London, Kent, and Nottingham, working with young adults aged 16 – 24 who reside in low-income households to support them into sustainable paid employment. The programme provides young people with a specialist Progression Coach for up to one year. Coaches offer support through one-to-one coaching sessions, group workshops and facilitating employer connections. Young people on the programme have access to a range of support to help them identify their future aspirations, develop their skills, access peer support, and ultimately secure paid employment.

Purpose of the Role:

The Employability Events and Partnerships Manager will:

- Project manage the end-to-end delivery of all R4W events across the region, ensuring high-quality execution and stakeholder engagement
- Demonstrate a strong process-driven approach, confidently utilising CRM systems to manage data, track progress, and support programme delivery
- Bring enthusiasm and expertise in facilitating engaging, inclusive employability activities that prepare ThinkForward young people for further education and sustainable employment
- Build, develop, and maintain strong external corporate partnerships that support the delivery of progression and employability initiatives
- Influence ThinkForward's careers guidance by providing insight and expertise on the local education and labour market landscape
- Use data effectively to plan, analyse, and evaluate employability and progression activities, ensuring quality, impact, and continuous improvement
- Cultivate and expand both new and existing corporate partnerships to enhance programme opportunities and reach
- Drive forward the job creation strategy in collaboration with corporate partners, creating meaningful employment pathways for young people

Key Responsibilities:

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

- To source, coordinate and deliver 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

Partnerships management- to ensure ThinkForward remains a collaborative organisation

- To identify, build and maintain strong partnerships with businesses, job brokers and recruiters 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.
- To Cultivate long standing corporate partnerships with engagement, funding and job opportunities.

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/group sessions
- To meet 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

Our ideal candidate will be able to demonstrate:

- **Ability to creatively facilitate inclusive group sessions and events** – Confident in delivering engaging, accessible and interactive events that cater to diverse needs.
- **Strong relationship-building skills** – Proven experience in developing networks, managing multiple stakeholders and engaging with corporate partners and businesses.
- **Knowledge of employment and education landscapes** – A strong understanding of the UK's local and national labour market and educational pathways.
- **Project management and organisational skills** – The ability to manage multiple priorities, maintain high standards and implement effective systems and processes.

- **Confidence with data and technology** – Proficiency in using spreadsheets and databases to track, analyse, and report information accurately.
- **Excellent communication skills** – Strong written, verbal and presentation abilities, with the confidence to engage professionally with stakeholders at all levels, including young people.
- **Collaboration and teamwork** – A proactive approach to working with colleagues, sharing knowledge and resources, and building partnerships that benefit ThinkForward young people.
- **Commitment to ThinkForward's values** – A dedication to equal opportunities, anti-discriminatory practice, and ensuring that all communications and activities align with ThinkForward's objectives.
- **A focus on impact and continuous improvement** – The ability to monitor and enhance outcomes, adapt to challenges, and ensure data accuracy for informed decision-making.

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 you.