

## upReach Graduate Scheme

### Job Description

<b>Job title</b>	upReach Graduate Future Charity Leaders Programme
<b>Salary</b>	£23,000 per annum, (plus pension after six months), with annual review
<b>Location</b>	Central London. Some travel to other parts of the UK as required
<b>Reporting line</b>	Programme Manager (80%), Chief Executive (20%)
<b>Type of appointment</b>	30 Month Programme
<b>Start date</b>	17th July 2017
<b>Holiday entitlement</b>	25 days per annum excluding bank holidays, with option to increase to 30 days
<b>Last application date</b>	We are assessing applications on a rolling basis and may appoint before applications close at midday on Thursday 15th December

### The Job in a Tweet

Support undergraduates from less-advantaged backgrounds to realise their career potential and improve social mobility, whilst developing yourself into a future leader in the charity sector.

### About upReach

Do you think that your social background should determine your graduate career? We don't either. That's why we select and develop undergraduates from less-advantaged backgrounds to fulfill their career potential.

Our work is important because right now undergraduates from less-advantaged backgrounds are up to 15% less likely to access graduate employment compared to their more-advantaged peers. What's more, for those that do, there's an earnings gap of up to £3,000.

We are an award-winning charity employer working to address this issue in partnership with employers and universities.

Building on the success of the past three years upReach's current partners include Aviva, Bank of America Merrill Lynch, the Civil Service Fast Stream, Deloitte, KPMG, McKinsey, North Highland and Unilever. We also partner with universities including Exeter, King's College, Liverpool, Reading and Southampton to name a few.

Last academic year, 528 undergraduates (we call them upReach Associates) have been supported to achieve fantastic outcomes through our unique programme of application support, soft skills workshops, video forums (small group, online seminar-style sessions), mentoring and professional experience. To find out more about upReach and how we support our students, visit our [website](#). In 2016-17, upReach are planning to offer support to between 650 and 700 associates.

As we expand to support a greater number of Associates we are also growing the team, making this an exciting time to join us.

You'll be joining a relatively young team of individuals who are passionate about improving social mobility; we're a friendly group who have a team social each Friday and breakfast on Wednesday. This is a great place to learn - many of the team have experience across the charity, public and private sectors. The Chief Executive previously spent seven years as a charity trustee, eleven years in investment banking and three years as a teacher.

## **The Role**

The upReach Graduate Scheme is a structured 30 month programme, designed to provide ambitious graduates with exposure to all aspects of work within the charity, including Associate Delivery, Fundraising & Partnerships, Marketing & Selection, Governance, Finance and HR. You will be given full training in all the different aspects of work with us, building on the skills you bring with you to the role. This role is an opportunity to develop new skills, and training will be provided across all areas.

After a period of initial training, you will be responsible for delivering personalised employment-focused support to a cohort of Associates, helping transform their lives by giving them the necessary skills to secure a top job. You should expect to spend 80% of a typical week working with undergraduates and supporting the delivery team in their work recruiting associates, organising and running events such as skills workshops and monitoring our impact.

The remaining 20% of a typical week will be spent rotating in each of four different areas within the charity. Graduates will spend six months in each of Fundraising, Partnerships, Marketing/Social Media and Finance/HR/Governance.

A final six month rotation will be spent in an area based on your preferences and the needs of the charity. In addition, there is likely to be an opportunity for a short secondment to one of our corporate partners. Upon completion of the 30 month programme, we would expect you to be well placed to progress to a manager level role within upReach or the broader charity sector. At upReach, we aim to ensure high performers are supported, challenged and their achievements recognised accordingly.

### **1.Core Responsibilities (Programme Coordinator)**

You will focus around 80% of your time on the below tasks.

#### **Individual and small group work with Associates**

- Supporting Associates to take the daytoday steps needed to realise their career potential in person, online, via text and on the phone.
- Working with Associates to offer advice and guidance, which might include pastoral support, career guidance, and support with job applications.

### **Developing and delivering professional development-focused support**

- Co-developing and delivering different elements of support, which may include workshops, mentoring, peer support, professional experience, one-off events and any other Associate-facing work.
- Providing application support in the form of CV building, applications reviews and mock interview support.

### **Programme Coordination**

- Monitoring and recording Associates' progress using our internal database and liaising with the Chief Executive about progress towards key performance indicators.
- Facilitating mentoring relationships between Associates and mentors.
- Facilitating the peer support network between Associates.
- Working towards achieving specific outcomes for Associates, agreed with the Delivery Manager and Chief Executive. For example, supporting Associates with achieving internships and graduate roles as well as specific professional development goals

### **Selection of Associates**

- Assisting with the marketing and selection of undergraduates to become Associates on the basis of their potential to benefit. This may involve supporting with the administration of the application process, as well as conducting telephone interviews and assessments.

## **2.Future Charity Leaders Programme**

The remaining 20% of your time will be spent working across four areas:

### **Partnerships:**

- **Current partnerships:** upReach partners with universities and employers. Your role will be to help upReach manage relationships with existing partners and create relationships with new partners. Liaising with the Partnerships Manager and Chief Executive, you will produce various materials and reports to show the results. You will also help research employers and universities, and prepare various impact measurement and other documents.

### **Fundraising strategy:**

- As a Fundraising Analyst, your role at upReach will be to help implement our Fundraising Strategy, researching various funding opportunities and helping to prepare funding applications for charitable trusts and other bodies. You will receive internal and external training, together with extensive support from our Fundraising Consultant.

### **Marketing and Social Media:**

- Working with the Delivery Manager, you will help shape upReach's social media message, helping to market our work to students, partners and the general public. You will have a key role in helping to develop and implement upReach's overall marketing strategy.

### **Finance, HR and Governance:**

- You will be working with the Business Analyst and the Chief Executive to ensure that the charity remains compliant with laws affecting charities and employers generally. You will have exposure to how trustee meetings function, seeing first hand what it takes to run a small charity and make it successful. You will also work with the Business Analyst to keep track of the accounts, liaising with upReach's accountants and keeping track of spending alerting the Chief Executive to any issues.
- You will also work with the Business Analyst on various HR issues within the charity. Keeping an eye on contracts, maintaining internal procedures and policies, and supporting the Chief Executive where necessary.

## **Overnight Stays & Workshop Days**

You should be willing to stay overnight outside London for approximately two to four nights per annum in university cities; these may be on Saturdays. All expenses for campus visits will be covered by upReach and time off in lieu will be awarded for Saturdays worked.

## **About you**

All members of the upReach team are passionate about upReach's mission, improving social mobility, and widening access to professional employment. Previous team members have had a range of previous experiences including: Corporate Graduate Scheme, University Society President, teacher and a youth organisation leader. We are looking for someone with a passion for increasing social diversity who has the following attributes:

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Applying, or supporting others to apply to graduate level jobs in the UK	<b>x</b>	
Working in a fast-paced environment and working independently to find solutions to problems	<b>x</b>	
Writing and delivering workshops, seminars, lessons or interactive presentations	<b>x</b>	
First hand experience of working in a corporate environment e.g. corporate internship		<b>x</b>
Working in a start-up or newly established organisation		<b>x</b>
Working with 18-25 year olds on an individual or small group basis		<b>x</b>
<b>Education / Qualifications</b>		
University degree (2:1 or higher) in any discipline, or equivalent experience	<b>x</b>	
Grade 'A' calibre GCSE Maths and English	<b>x</b>	
<b>Knowledge and Skills</b>		
High level of written English and attention to detail	<b>x</b>	

Ability to apply knowledge of graduate career pathways in the UK to empower undergraduates to identify the steps required to achieve career aims	<b>x</b>	
Understanding of how social background can affect graduate employability in the UK	<b>x</b>	
Ability to empathise and understand the specific needs of undergraduates from less- advantaged backgrounds	<b>x</b>	
Ability to devise and deliver imaginative and engaging small group, individual learning and workshops	<b>x</b>	
Self-motivation and an ability to work in a small team as well as independently	<b>x</b>	
Ability to engage and communicate confidently with undergraduates, corporate volunteers (mentors) and employers via phone, email, and in person	<b>x</b>	
Organised with ability to prioritise a varied workload	<b>x</b>	
Knowledge of the UK education system and graduate employment market, including graduate recruiters' selection processes and university careers services' work		<b>x</b>

## Right to Work in the UK

Unfortunately, we cannot support visa applications so you must have the right to work in the UK permanently.

## Last Application Date & Interviews

Applications will be assessed as they are received with interviews being arranged on a rolling basis. As a result we may appoint before applications close. Therefore, you are encouraged to submit your application as soon as possible. The last date that we will be accepting applications for the role is 15th December. Late applications will not be considered. Interviews will be held in the second week of January.

We are looking for the right candidate to start on 17th July 2017.

## How To Apply

We're using Be Applied to ensure fairness in our recruitment processes. Please apply using the following link: <https://www.beapplied.com/apply/E8JkXs5hlj?website>.

Please be advised that applications can only be submitted via the online form and that references will be sought for applicants who are carried forward beyond interview.

If you have any questions, please email [kieran@upReach.org.uk](mailto:kieran@upReach.org.uk)

We look forward to hearing from you and working together to ensure social background is no barrier to professional employment.