

Careers, Education & Employability Programme Delivery Manager

At Springboard we...

We futureproof the talent pipeline for hospitality by helping people to get sustained employment through our specialist careers advice and guidance, skills training, tailored employability support, dedicated after care and access to work placements, which launch people into future careers in the hospitality, leisure and tourism industries.

We inspire younger people to explore careers in hospitality, giving them knowledge and skills, through our education programmes in schools, colleges and universities.

We champion and strengthen the hospitality industry, promoting it as a rewarding and worthwhile career path, collaborating with our business partners to attract and retain talent and equip hospitality businesses with hard-working, motivated and enthusiastic staff now and in the future.

Objectives of this role

You will carry out a multitude of activity to plan, manage and deliver our careers, education, and employability programmes to help young people and unemployed adults – particularly those with multiple barriers - into work in hospitality, tourism and leisure. Your work will include facilitating our education programmes in schools, colleges and universities; deliver Ambassador training; as well as delivering our employability programmes. You will also help to improve the appeal of the industry through campaign activity and supporting Business Partners. You will contribute to the targets of getting people into work in the sector and work directly with employers, referral partners, education bodies, and beneficiaries. You will be responsible for data collection and report writing and have a portfolio of business partners to look after.

A month in the life of....

- Recruit, plan, outreach for, and deliver employability courses/support, secure work placement and job opportunities from employers, mentor caseload to Exit point
- Plan, organise and manage interactive and appealing careers events & activities – such as skills challenges, showcase days, taster events, takeover days & careers campaigns
- Plan, organise and facilitate education programme activity including the national FutureChef competition, and facilitate employer engagement in schools, colleges and universities
- Deliver Springboard Ambassador training
- Contribute to on-going development of programmes & activities
- Manage, build nurture relationships with industry, business partners, education, organisations, government – including active networking activity
- Regular reporting on all activity on CRM system for impact tracking
- Closely collaborate & communicate with colleague's cross departments to ensure efficient and productive working

This job is for you if you have...

- proven track record in delivering a range of careers, education & employability activities
- training/teaching and careers guidance experience/qualifications and a good understanding of HLT careers and the needs of Industry
- the ability to multi-task, prioritise, brilliant organisation, admin and time management skills
- experience in managing and building key relationships
- tech, systems & social media 'know how'

Ideally you will...

Be passionate about helping people improve their lives; excited about supporting the HLT industry; flexible, proactive data driven, solutions focussed; and someone who shares our core values.

'INSPIRE' 'MAKE A DIFFERENCE' 'CUSTOMER FOCUS' 'LISTEN' 'INCLUSIVE' 'DO' 'HONEST'