



## Candidate Information Regional Manager Fife and Forth Valley

Up to £35,200 DOE  
Full time, 35 hours per week, permanent

*Chair of Trustees: Sandy Begbie, CBE, CEO SFE  
Chair of Scotland Board: John Stewart, HRD SSE plc  
Chief Executive: Tokunbo Ajasa-Oluwa  
Director for Scotland: Anne Wexelstein*

*Registered Charity Number: 1092891  
Registered Charity Number Scotland (OSCR) SC043678  
Registered Company Number: 04428178*

# Career Ready

## Our Purpose

We are a charity whose mission is to empower young people, sustaining upward social mobility, connecting them to a world of work that is often not possible via their family, opening up opportunity for choice and change in their career destinies and lives. Through a vibrant network of employers, the DYW Regional Group community across Scotland, Local Authorities, and schools (along with DYW School Coordinators or other appointed school staff), Career Ready is all about great partnerships providing this targeted population of young talent, whilst they are in S5/6, with a structured high impact, proven programme that encourages them, boosts social capital and mobility, and develops work skills, experiences, knowledge, and confidence. [View a description of the young people the programme is for here](#)

Our coherent, impactful programme of 1-2-1 mentoring, a paid internship and masterclasses supports students to make an informed choice about their future career destiny with a plan in place to achieve it. We are the only schools programme in Scotland that provides this combination of deep workplace immersion and continued to do so during the pandemic, through rapid implementation of a virtual programme supplemented by additional on-line learning experiences. We are transitioning back to more face-to-face interactions and experiences and are encouraged to be able to support more young people than ever before.

[Our student, parent & carer flyer](#) provides further information on the programme for the young people we support.

Our [Employer Flyer](#) summarises how employers can and do support, and the benefits for their employees and organisation.

We are a registered charity, funded in line with our partnership approach: a contribution from our education partners and funding from corporate supporters / grants from charitable foundations and the Scottish Government.

[Our Scotland Impact Report 2019](#) highlights the difference that Career Ready makes in the lives of young people, schools, mentors and organisations that are part of the programme.

## Our impact

In Scotland, we currently work with 144 schools, rising to 150 autumn 2022, across 17 local authority areas in partnership with 300+ employer supporter organisations of all shapes, sizes and sectors. We aspire to welcome 900 students to the 2022-24 18-month programme that commences in October 2022, with 750 students currently progressing through the 2021-23 programme, which commenced in November 2021.

We work closely with the Developing the Young Workforce (DYW) Regional Groups. Partnering with Career Ready is one of the recognised ways to actively contribute to the Scottish Government's [Young Persons Guarantee](#) and [Developing the Young Workforce](#).

One outcome of success is measured by the number of young people leaving school more work ready, having made an informed choice about their future career destiny with a plan in place to achieve it, whether via further/higher education, employment, including an apprenticeship, or self-employment. Career Ready has a data sharing agreement in place with SDS to measure destination outcomes. **98%** of Career Ready participating students' progress into sustained positive destinations.

## Job Description

**Responsible to** Head of Programme & Operations, Scotland

**Line Manager** Programme Operations Lead, Scotland

### Purpose of Job

Our current, wonderful Fife and Forth Valley Regional Manager is taking up a new internal post as Programme Operations Lead and will be key to supporting you within this role. As a passionate professional in the identification, creation and management of a wide range of great relationships in support of our partnership approach, you will ensure the Career Ready programme in Fife and Forth Valley continues to thrive. In line with our values and approach, you will lead our work in Fife and Forth Valley which began in Fife in 2015 and Forth Valley in 2016, which now extends to all 18 secondary schools in Fife, and 10 across Falkirk, Stirling and Clackmannanshire. Leading our work involves growing, developing, engaging with and delivering on and through all aspects of the brilliant partnerships that deliver the programme, including the Local Advisory Boards, the Local Authorities (a key sponsor), schools (we have a Career Ready coordinator in each school), employer supporters and their people who volunteer as mentors, provide quality internships and deliver engaging masterclasses.

By quickly assimilating the what, why, when and how of our work, you will be able to:

1. Lead, grow and develop our Career Ready partnership in Fife and Forth Valley, optimising the programme experience for all stakeholders and securing the engagement of employer support for the programme of approximately 160+ students each year who will participate in the 18-month long Career Ready programme annually.
2. Support programme delivery, stakeholder engagement and business development by working closely with the Career Ready Fife and Forth Valley Local Advisory Boards, the Programme Operations Lead, the Head of Programme & Operations and the Career Ready Regional Manager Scotland team on a continuous improvement agenda that is focused on quality, impact and sustainability underpinned by attention to detail via efficient and effective processes. You will be supported by and work with the Career Ready Scotland Operations Team to maintain thorough data and management information for the area.

### Person Specification

This is a brilliant role that requires a broad range of skills, experience and the ability to demonstrate an understanding of the environments we operate in. You have the ability to develop, grow and maintain valuable and valued relationships through your demonstrable motivation for what we do, with a passion that inspires and engages others, alongside the capacity to identify and manage multiple priorities. You need to be really well organised and confident to engage with a wide range of people, approaching opportunities that are well researched and outcomes with an entrepreneurial mindset. It's also a great chance to develop personally.

### Key qualities and skills

- Driven, inspirational, warm with a track record of what you can do and how you do it
- Loves developing, growing and maintaining a broad range of stakeholder relationships e.g., potential and current employer supporters, schools, the Local Authorities
- Self-assured with great listening skills in order to influence and communicate inspirationally, accurately and effectively to a wide variety of audiences (students to Head Teachers to CEOs)
- Invests in understanding the bigger picture to enable local innovations which fit with Career Ready's mission, values and practices
- Composed and engaging whilst managing multiple activities and processes that, when combined, are the recognised high quality, high care, high impact Career Ready programme
- Confident enough to manage and motivate yourself to deliver a range of outcomes and able to seek the views, ideas and wisdom of others
- Truly great organisational skills, able to prioritise, keeping stakeholders informed and engaged
- Actively contribute to the work of the Career Ready, geographically dispersed, multi-stakeholder focused team

You also have strong IT literacy skills (CRM systems/database/Office 365 - Microsoft Teams, Word, Excel and PowerPoint) and are social media savvy

## Key Responsibilities

### Programme Excellence

To deliver the programme experience in partnership with all stakeholders, which includes the Career Ready Local Advisory Boards, the Local Authorities (Fife, Stirling, Clackmannanshire and Falkirk Councils), schools, students, employer supporters and their volunteers and the DYW Regional Groups. This includes:

- Programme planning and delivery, per our annual timetable of activities and events, ensuring the Local Authority / school coordinators and employer supporters are fully informed and engaged.
- Training, communicating with and supporting mentors in partnership with school coordinators.
- Supporting student preparedness for programme engagement in partnership with schools.
- Implementation of UK wide programme enhancements in support of Career Ready's long-term sustainability in Scotland

### Partnership Relationships, Stakeholder Engagement & Business Development

1. Day-to-day management along with the Local Authority Career Ready coordinator and the schools running their Career Ready programme.
2. Day-to-day account management of employer supporters, ensuring they have an excellent experience.
3. Engaging new corporate, third and public sector organisations to support the programme, ensuring the Local Advisory Boards support you.

This includes:

- Promoting Career Ready to potential supporters through to engaging their commitment.
- Account managing relationships with employer supporters through regularly 'keeping in touch'.
- Develop and deliver the employer engagement strategy for the area ensuring that the number of mentors (one for each student participating) is matched with the internship commitment and that employer volunteers are in place for masterclass delivery and workplace visits.
- In partnership with the Local Authority:
  - Support the Local Authority Coordinators in the management of all schools who are running the Career Ready programme, managing events for students and corporate supporters/their volunteers, and leading school coordinator meetings.
  - Play a lead role with the Local Advisory Board
- Support the Local Authorities and their schools in all aspects of ensuring an excellent employer experience for students, mentors, internship supervisors and others involved in programme activities.

### Profile raising and generating income / pro bono support

- In collaboration with the Career Ready team, raise our and key stakeholders' profile in the area, celebrating success in the local media, business and education communities.
- Undertake public speaking as required to promote the work of Career Ready in the area.
- Contribute to the delivery of charitable funding targets (financial and in-kind)

### Events

- Lead the Local Advisory Board, the Local Authorities and schools in the area to plan, manage and run events to promote Career Ready to potential corporate supporters, students, parents / carers and the local community.
- Be responsible for the delivery of Career Ready events in the area such as the new student and mentor launch event, mentor and internship supervisor briefings and participation by the area in the Scotland graduation ceremony.

## Experience

A track record of and willingness to develop:

- initiating, engaging and maintaining the support of corporates and the public sector
- business development, relationship and project management
- applying entrepreneurial and commercial thinking
- knowledge of the educational landscape

## Other Information

### Contract of Employment and Hours of Work

This is a full time role of 35 hours per week. The nature of our work and passion for what we do means that everyone involved with Career Ready goes the extra mile in service of our mission and purpose. This is not a role for someone looking for a 9-5 job and it is vital that the successful individual is happy being part of a geographically dispersed team which means working on your own. We do not have an office in Scotland, though we meet regularly as a team in employer supporter provided premises.

### Location

Home based with a suitable space to work from and located ideally within the Fife or Forth Valley communities or in close travelling distance to both. This role, post Covid, requires travel throughout the area and access to a reliable car is a must, although public transport is encouraged wherever practicable. Periodically post Covid, time is spent with the Scotland team in the central belt and occasionally in our office at Canary Wharf, London.

### Other

In addition to the ability and willingness to travel, a flexible approach to working hours is offered and required as 'out of hours' meetings are an occasional requirement of this role and busy periods mean we all roll up our sleeves and pitch in. We in turn recognise this flexibility and the need to balance working hours accordingly. Please be aware that this post is subject to a Protection of Vulnerable Groups (PVG) Scheme membership.

### Salary and Benefits

- Up to £35,200 DOE.
- A working from home allowance of £300 pa is provided
- 33 days holiday plus 2 additional days in the summer. In addition, Career Ready is closed between Christmas and New Year and the time off is not taken from annual leave entitlement
- 6% of salary contribution to a private pension subject to an employee contribution of 3%
- Access to both our Reward Gateway Portal and an Employee Assistance Programme
- Interest-free season ticket or bicycle purchase loans
- Business expenses including mileage allowance for car usage

### TO APPLY

If you are genuinely interested in this role and would be willing to be with us for at least two years, please apply as soon as possible by e mailing your CV and a covering letter that demonstrates clearly, through use of examples, how your experience meets the requirements of the role, what attracts you to Career Ready and how you heard about the vacancy. Please provide details of your current salary. We are delighted that Stuart Cochrane is managing this appointment with us. Ideally, the successful candidate will take up post early October 2022.

Email: [scotland.careers@careerready.org.uk](mailto:scotland.careers@careerready.org.uk)

For further information and if would like to discuss the role in more detail, please contact Stuart Cochrane on: 07718 916106. Please visit our website for more information [www.careerready.org.uk/scotland](http://www.careerready.org.uk/scotland)