



CoachBright is a fast growing social enterprise on a mission to support pupils from low-income families to become independent and resilient learners so they can lead the lives they want. We believe your background should not determine your future.

Our coaching programmes improve a pupil's grades, confidence and expectations so they can win places at top universities.

We're at an exciting stage of growth as we enter year four. After working with schools across London, Exeter, Birmingham and Oxford, we are expanding next academic year to work with over 500 pupils to play our part in tackling educational disadvantage.

We are looking for a rising star to join our passionate team to help drive our coaching programmes forward. The Programme Officer will manage day-to-day school delivery in London and help in planning our future programme direction. This is an in at the deep end role and s/he will flourish in a small dynamic team with real influence in decision making.

Role Description

The Programme Officer will be responsible for:

- Delivering selected programme Key Performance Indicators:
 - Improving grades, confidence and expectations to help pupils win places at top universities.
 - First class training for our coaches.
- Implementing a strategy to recruit a target number of committed volunteers.
- Running and designing training days and workshops for pupils and volunteers.
- Stakeholder relationship management. This will include:
 - Building relationships with in-school staff to ensure the programme is well received and any potential problems are resolved.
 - Ensuring buy-in from pupils so they are excited to take part.
 - Helping organise regular coach meet-ups to help build a strong volunteer community.
- Line manage a team of Head Coaches in London.
- Programme quality assurance. This will include:
 - Developing strategies to improve the quality of programme delivery.
 - Analysing pupil data to ensure best possible outcomes for each coachee.
- Embodying CoachBright's values and demonstrating commitment to our mission.

We would be interested to hear from candidates with a particular passion/skillset in one of the areas below. Please do specify in your application as this can be written into the role:

- Impact measurement
- Marketing
- Volunteer Engagement

Person Specification

Essential characteristics and experience

- **Echo our values:** humility, high expectations and serving the team.
- **Passion:** we have big aims and are looking for those who share our desire to make education fairer and better in the UK so a person's background does not determine their future.
- **Young People:** experience either in a school capacity or youth organisation as a facilitator.
- **Organised:** working in a fast paced young organisation you'll be able to work between different programmes and workstreams.
- **Awareness of Privilege:** understanding of unearned advantages of being in a dominant group.

- **Communication:** skills, both verbal and written, helping us win support and buy-in from pupils, coaches and teachers alike.
- **Resourceful:** we're a small, dedicated team, so you must be a self-starter and a willingness to stay solution-focussed with last minute challenges a must!

Desirable experience

- Knowledge of UK university sector, including knowledge of the UCAS process.
- Knowledge of programme design, pedagogy or coaching.
- Experience of working with university and school institutions.
- Experience recruiting volunteers.
- Social media expertise

Benefits:

- Salary: £19,000-£22,000 per annum.
 - Length: 12 months.
 - Full time, 35 hours a week.
- 25 days annual leave (14 days in the initial 6 month period). Leave to be taken by arrangement, usually during the school holidays.
- Training: professional development:
 - Matched with a mentor if applicable.
 - Professional coach training will also be available.
- Network: Great chances to build your connections in the fields of education, social innovation and enterprise including from our partners & supporters PWC, School of Social Entrepreneurs, ARK schools and more.

Key Information and how to apply:

- Start Date: Mid-August.
- Where: Offices in Central London, travelling to our partner schools in London.

If you want to join us on our mission to make education fairer, drop us an email on robin@coachbright.org with a CV and a cover letter telling us a bit about yourself and why you're interested in the role. In the subject line, please mention you are applying for the Programme Officer role in London.

Application deadline is Tuesday 11th July.

First round interviews will take place in Central London in the week beginning 17th July.