



Futures Co-ordinator Job Description

Area	: Learning and Learner Services
Salary	: £27,747 to £31,219 per annum
Hours of Work (Full-time/Part-time)	: 37
Line Manager	: Director Marketing and School Partnerships

Responsibility for

- Developing the College's Futures Programme and increasing participation in the programme
- Co-ordinating activities and events
- Developing links with external parties e.g. Universities and organisations
- UCAS cycle support

Main Purpose of Job:

To be responsible for the development of and to increase participation in the College's Futures Programme.

The postholder will ensure that the provision and services it provides:

- Meet the needs of learners, employers and other stakeholders
- Are of the highest possible quality to ensure a positive contribution to learner outcomes and learner/employer satisfaction
- Are effective, efficient and provide excellent value for money
- Reflect the vision, mission, aims and values of the College
- Are innovative, developmental and sector leading
- Promote a culture of excellence and equality

Key Duties and Responsibilities:

- (1) Lead on the development and implementation of the Futures Programme.
- (2) Coordinate the Futures Programme of activities and events.
- (3) Lead on excellence and achievement opportunities for all Vocational and A level students.
- (4) Promote and maintain Cheshire College South & West's reputation as a North West Hub for Pembroke North.
- (5) Organise and attend appropriate strategic meetings for the North West Hub including the North West Science Network.
- (6) Encourage and support student aspirations through the Futures Programme, to include: University visits, academic workshops, external summer schools, extension classes and Employer Readiness days.

- (7) Develop links with universities, schools and organisations with the aim of ensuring that students make informed progression choices.
- (8) Lead on the development of university mentoring programmes with a range of universities.
- (9) Organise out-of-hours wider learning including evenings and outside college term times.
- (10) Work with Careers and other relevant teams to provide advice and guidance into the higher education application process in subject classes and tutorial groups as required.
- (11) Provide advice and guidance to learners on personal statements and undertake reference checking during the UCAS cycle.
- (12) Market the Futures programme to students and staff, including use of the email, text, online calendar, website and social media.
- (13) Develop and maintain up-to-date and accurate records to capture student participation in events.
- (14) Record the progress of the targeted students.
- (15) Evaluate the events and programmes in comparison to student progress.
- (16) Champion a coherent and integrated approach to additional activities, learning and events by liaising with the Curriculum areas, and other support services such as Careers, Personal Tutors/PDTs, marketing, school partnerships and catering.
- (17) Collaborate with Oxford partners on the evaluation of the offering and future developments.
- (18) Lead a culture of innovation, excellence and equality with Futures Programmes.
- (19) Attend Parents Evenings, College Open Evenings, Interview evenings and other promotional events of the College as required.
- (20) Support the management of allocated resources and budgets to comply with audit and financial regulations and management procedures.
- (21) Have an understanding and knowledge of key changes within the educational sector.

Generic Duties and Responsibilities:

- (1) Promote a culture of innovation, excellence and equality.
- (2) Reflect the vision, mission and values of the College.
- (3) Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
- (4) Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
- (5) To actively contribute to the risk management of the College.
- (6) To positively promote and implement the College's strategies on equality, diversity, safeguarding.
- (7) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- (8) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
- (9) Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.



Futures Co-ordinator Person Specification

Assessment Method					
Application Form	*Test	Interview	Psychometric Testing	Qualification Certificates	References

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

Education and Qualifications					
<u>Essential</u>					
• Good Honours degree, or equivalent	✓			✓	
• Evidence of relevant continuous professional development	✓		✓		
Skills and Experience					
<u>Essential</u>					
• Relevant experience of working with and supporting young people (14-19)	✓	✓	✓		✓
• Ability to promote events and activities with enthusiasm resulting in high take up	✓	✓	✓		
• Knowledge and experience of the wider Higher Education provision including high stakes universities e.g. Sutton Trust 30	✓	✓	✓		
• Proven ability to work with and inspire confidence in learners, peers and senior staff equally well	✓	✓	✓		✓
• Knowledge of and commitment to equality of opportunity	✓		✓		
• Understanding of the way that the service area can positively impact on the learners' experience	✓		✓		
• Good digital skills	✓	✓	✓		
<u>Desirable</u>					
• Good knowledge of developments in the 16-19 sector of education	✓	✓	✓		
• Good knowledge of STEM subjects, curriculum and progression.	✓		✓		
• Ability to collate and analyse data, with good knowledge of Excel	✓		✓		
Personal Attributes					
<u>Essential</u>					
• Excellent inter-personal skills with ability to develop positive working relationships at all levels (internally and externally to college) and to translate ideas into actions	✓		✓		✓
• Emotional intelligence, self-awareness and confidence			✓		
• Accuracy and attention to detail			✓		✓
• Excellent organisational skills, ability to self-manage, prioritise and work effectively under pressure		✓	✓		✓
• Flexible approach to working	✓		✓		
• Demonstrate knowledge of and commitment to equality of opportunity and treatment for all members of the college community	✓		✓		
• An understanding of their responsibilities relating to the safeguarding of young people and vulnerable adults	✓		✓		

Updated: January 2023