

Futures Programme Co-ordinator

Job Description

Area : **Marketing and School Partnerships**

Salary : **£29,838 to £32,579 per annum**

**Hours of Work
(Full-time/Part-time)** : **37 hours per week**

Line Manager : **CEIAG Team Leader**

Responsibility for

- Developing and delivering the College's Futures Programme and increasing participation and measurable progression outcomes
- Co-ordinating aspiration-raising activities and events aligned to HE, Higher Technical and Higher Apprenticeship pathways
- Building and sustaining external partnerships to enrich the Futures Programme, including universities, employers and higher apprenticeship providers

Main Purpose of Job:

To lead on the delivery, coordination and continuous development of the Futures Programme, ensuring it contributes directly to the College's strategic priorities, including Personal Development, CEIAG, widening participation, and progression outcomes.

Working collaboratively across curriculum and support teams, the postholder will promote, embed and evaluate Futures provision to ensure learners are supported to make informed, ambitious and sustained progression choices.

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

The postholder will be a member of the Marketing and School Partnerships team.

Key Duties and Responsibilities:

- (1) Coordinate the day-to-day organisation and delivery of the Futures Programme, ensuring activities run efficiently and meet the needs of learners. Support the planning, coordination and delivery of a high-quality programme of Futures activities and events.
- (2) Coordinate and attend in appropriate external meetings and partnership networks that contribute to enhanced learner opportunities.
- (3) Promote and support learner aspirations through the Futures Programme, including University visits, academic workshops, higher apprenticeship programmes and external summer schools.
- (4) Develop and maintain positive working relationships with universities, schools and organisations to support informed progression choices.
- (5) Actively manage key partnerships including universities, Sutton Trust, North West Science Network and national outreach providers.
- (6) Coordinate and represent the College at relevant external meetings, networks and partnership events.
- (7) Act as a specialist adviser for competitive HE pathways, including Russell Group, Oxbridge, Medicine, Dentistry and national enrichment programmes.
- (8) Provide advice and guidance on personal statements, super-curricular engagement, interviews and academic readiness.
- (9) Support the administration and coordination of the UCAS cycle, working closely with internal teams to ensure timely and high-quality submissions.
- (10) Develop and deliver workshops to support competitive applications, interview preparation and progression to selective pathways.
- (11) Monitor access, participation and engagement within the Futures Programme, implementing strategies to increase take-up and retention.
- (12) Track, analyse and report on progression outcomes for Futures students, ensuring sustained destinations into HE, Higher Technical Education, apprenticeships and high-value employment.
- (13) Use data insights to identify under-represented groups and coordinate targeted interventions to widen participation.
- (14) Support the preparation of reports and impact evaluations for CLT and SLT, using participation data, learner feedback and progression outcomes.
- (15) Maintain accurate and up-to-date records of learner participation and engagement.
- (16) Develop employer-led opportunities aligned to Futures provision, including higher apprenticeship pathways and experiences linked to the Institute of Technology and priority sectors.
- (17) Broker bespoke opportunities for high-achieving and under-represented learners.
- (18) Collaborate with external partners (including Oxford-linked evaluation partners) to review impact and inform future development of the Futures Programme.
- (19) Contribute to a culture of innovation, excellence and equality within Futures provision.
- (20) Coordinate Futures activity delivered outside of the standard timetable, including occasional evenings, weekends and out-of-term activity.
- (21) Attend Parents' Evenings, College Open Evenings, interviews and promotional events as required.
- (22) Maintain an up-to-date understanding of national and regional developments in post-16, higher education and progression policy.

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 and 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.

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Person Specification

	Assessment Method					
	Application Form	*Test	Interview	Psychometric Testing	Qualification Certificates	References
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	✓		✓			
• Excellent digital skills	✓	✓	✓			
<u>Desirable</u>						
• Good knowledge of developments in the post-16 sector of education	✓	✓	✓			
• Good knowledge of STEM subjects, curriculum and progression.	✓		✓			
• Ability to collate, analyse, and present 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	✓		✓			

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

Updated: December 2025