

Job Title: Sixth Form Futures and Enrichment Manager

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training		
<ul style="list-style-type: none"> • Good standard of education (e.g. GCSEs including Maths and English) 	X	
<ul style="list-style-type: none"> • Willing to undertake relevant training and professional development 	X	
<ul style="list-style-type: none"> • Relevant training in careers guidance, education, or mentoring 		X
Experience		
<ul style="list-style-type: none"> • Experience working with young people (aged 16-18) in a support/advisory role 	X	
<ul style="list-style-type: none"> • Experience supporting individuals to make informed decisions about next steps (e.g. education, training, or employment) 	X	
<ul style="list-style-type: none"> • Experience supporting university or apprenticeship applications, adhering to application processes and meeting deadlines 	X	
<ul style="list-style-type: none"> • Experience working in a school, college, or youth setting 		X
Knowledge and Understanding		
<ul style="list-style-type: none"> • Understanding of Post-18 pathways (university, apprenticeships, employment) 	X	
<ul style="list-style-type: none"> • Knowledge of the UCAS process 	X	
<ul style="list-style-type: none"> • Understanding of safeguarding responsibilities in an education setting 	X	
<ul style="list-style-type: none"> • Awareness of the importance of equality, diversity and inclusion 		X
<ul style="list-style-type: none"> • Understanding of enrichment opportunities (e.g. work experience, extracurricular activities) 	X	
Skills and Abilities		

<ul style="list-style-type: none"> • Strong organisational skills and ability to meet deadlines 	X	
<ul style="list-style-type: none"> • Good communication and interpersonal skills, with the ability to build rapport with young people 	X	
<ul style="list-style-type: none"> • Ability to work independently and part of a team 	X	
<ul style="list-style-type: none"> • Ability to support and motivate students 	X	
<ul style="list-style-type: none"> • Basic IT skills (e.g. email, spreadsheets, databases) 	X	
Personal Qualities		
<ul style="list-style-type: none"> • Commitment to supporting young people 	X	
<ul style="list-style-type: none"> • High expectations of student behaviour and engagement 		X
<ul style="list-style-type: none"> • Positive, approachable, and supportive manner 	X	