



Aspire Project Lead

Job Description and Person Specification

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| Contract Type: | Permanent |
| Salary: | S21 – S24 (£37,235 - £40,153 per annum) (Pro rata) |
| School: | Central Trust Team |
| Location: | New Cross (Central Office) and across our Primary and Secondary schools |
| Hours per week: | Part time hours, 0.8 FTE (0.6 FTE will be considered) |
| Accountable to: | Director of Enrichment |

Job Purpose

The Aspire Project Lead will spearhead our innovative Aspire mentoring programme across the Trust. This unique initiative, generously supported by our esteemed sponsors, The Haberdashers' Company, aims to provide every Year 12 student with access to a mentor, making mentoring an integral component of each school's career programme.

The Aspire Project Lead will be self-motivated and determined with an entrepreneurial character. A significant part of the role is managing student recruitment and engagement in the mentoring programme and recruiting mentors from various sectors, including industry professionals. This will require strategic planning, creativity and determination to ensure the project's success and sustainability.

Reporting

The Aspire Project Lead will report directly to the Director of Enrichment and work closely with members of The Haberdashers' Company. Due to the nature of the role, work hours may vary. Some recruitment opportunities may be in the evening. An ability to work flexibly would be an advantage.

Support

Our staff are important to us. We know that without great staff, our children will not be as successful. Therefore, Professional Learning is key to our success. As a new leader within the Trust, you will be supported by our Directors of HR and Professional Learning.

Key Responsibilities of Role

- Oversee, lead and manage the Aspire Mentoring Programme for the Trust, which is an integral part of our careers information and guidance.
- Work with the Haberdashers' Company and Director of Enrichment to develop an agreed policy and five-year strategy for this programme, supporting the Trust vision and objectives.
- Develop creative methods of engaging stakeholders to become mentors.
- Oversee the effective recruitment of stakeholders.

- Work in partnership with the Haberdashers' Company to ensure safeguarding checks are conducted, prioritising the safety and well-being of our students.
- Ensure strict and ongoing quality assurance methods and continuous monitoring of the programme.
- Work closely with school leaders to ensure effective student recruitment and engagement in the programme.
- Effectively engage with students, ensuring high engagement levels in the programme
- Support students in creating profiles to match them with appropriate mentors.
- Monitor the impact of the programme and respond to feedback as required.
- Support the coordination and administration of events and activities linked to the Aspire programme, ensuring their smooth running and implementation.
- Work as a key lead within the Central Team of the Trust, supporting our vision and ethos.
- Promote equality and fairness for all staff, ensuring open and transparent recruitment and retention processes.
- Take responsibility for one's own development.

Additional specific responsibilities:

- Follow-up on introductions to corporate, business, and institutional organisations as supplied by members of the Haberdashers' Company and others.
- Serve as the first point of contact and relationship manager for potential mentors.
- Build links and connections between the Trust's schools and the private business sector, providing opportunities for young people to learn about business and entrepreneurship and engage with external organizations to learn from their experience.
- Engage and develop ongoing sustainable links with external organizations to recruit mentors.
- Own and manage these relationships and act as a bridge between the Trust and these businesses.
- Lead relevant projects to support the Aspire programme.
- Work with other key leaders to ensure that websites and other promotional materials reflect the importance of this work and the activities being undertaken.
- Stay updated with the latest research in mentoring and career development.
- Develop and manage speaking opportunities to support the Aspire programme and promote and encourage the participation of all schools and mentors.
- Promote equal opportunities and inclusion, addressing any issues immediately if they arise.
- Report any safeguarding concerns in accordance with the Trust Safeguarding Policy.
- Perform any other duties at the reasonable request of the Director of Enrichment.

General

- To work within the school framework with regard to Health and Safety
- To promote equal opportunities in the school
- To promote the ethos of the Trust / school
- To promote the school's commitment to the continued professional development of all staff.
- To work within the school's framework with regards to Health and Safety.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- To report any Safeguarding concerns in accordance with Trust's Safeguarding Policy

- To undertake any duties as may reasonably be required by the Executive Principal or Leadership Team

London Living Wage

We are proud to pay the London Living Wage.

Person Specification

| | Essential | Desirable | Method of Assessment A = Application I = Interview AS = Assessment R = References |
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| Education & Qualifications | | | |
| | <ul style="list-style-type: none"> Educated to degree-level or qualified by experience | <ul style="list-style-type: none"> NVQ Level 6 Career Guidance | A, I |
| | <ul style="list-style-type: none"> GCSE Maths and English Grade C or above (or equivalent) | <ul style="list-style-type: none"> First Aid qualified | A, I |
| | <ul style="list-style-type: none"> Excellent written and verbal communication skills | | A, I |
| | <ul style="list-style-type: none"> An enhanced DBS (we will apply for this for you) | | A, I |
| Knowledge & Experience | | | |
| | <ul style="list-style-type: none"> In-depth understanding of the impact and importance of mentoring and success in schools | <ul style="list-style-type: none"> Experience of working in a Multi-Academy Trust | A, I, AS, R |
| | <ul style="list-style-type: none"> Proven track record of successful leadership in a comparable role and organisation, and through a significant period of development (this may be within the education, charity or business sectors) | | A, I, AS, R |
| | <ul style="list-style-type: none"> Experience of leading and managing Careers focused projects | | A, I, AS, R |

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| | <ul style="list-style-type: none"> • Experience of leading and developing colleagues and teams effectively | | A, I, AS, R |
| | <ul style="list-style-type: none"> • Experience in business development and relationship management | | A, I, AS, R |
| | <ul style="list-style-type: none"> • Strong administrative skills with a high level of competency in Microsoft Office software | | A, I, AS, R |
| | <ul style="list-style-type: none"> • Comfortable analysing data and presenting findings with recommendations | | A, I, AS, R |
| | <ul style="list-style-type: none"> • Experience of working with Boards/Committees and dealing with multiple stakeholders | | A, I, AS, R |
| Personal Qualities | | | |
| | <ul style="list-style-type: none"> • Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them | | A, I, AS, R |
| | <ul style="list-style-type: none"> • Belief in equality and opportunity for all, ensuring that all staff feel included and listened to | | A, I, AS, R |
| | <ul style="list-style-type: none"> • Ability to establish and articulate a clear vision in an engaging way | | A, I, AS, R |
| | <ul style="list-style-type: none"> • Determination and resilience | | A, I, AS, R |
| | <ul style="list-style-type: none"> • High level of interpersonal and communication skills and the ability to build relationships and influence at all levels – engaging with a range of stakeholders successfully | | A, I, AS, R |
| | <ul style="list-style-type: none"> • Commitment to collaborative working | | A, I, AS, R |
| | <ul style="list-style-type: none"> • High expectations of achievement, conduct and | | A, I, AS, R |

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| | behaviour and a willingness to address situations where these fall short | | |
| | <ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people | | A, I, AS, R |

Staff Development

Our staff are important to us. We know that without great staff, our children will not be as successful. Therefore, Professional Learning is key to our success. As a new employee within the Trust, you will be supported by the Senior Directors of People and Professional Learning, alongside your line manager to realise your full potential.

'Our People Strategy is key to our success and integral to this is our commitment to equity, equality, diversity, and inclusion . Bringing this to life is the responsibility of every member of staff. We take seriously any behaviour which undermines it. Anyone applying to work with us, should share this commitment.'