Job Description & Person Specification
Project Officer (interim cover, 1 year fixed-term contract)

*NOTE CHANGE IN CLOSING DATE DUE TO HIGH LEVEL OF INTEREST*
Salary Range: c. £25,000 p/a
Location: Central London with UK travel (and some scope for remote working)

About the Foundation
We believe every child deserves the chance to thrive, regardless of their background. Royal National Children’s SpringBoard Foundation ("Royal SpringBoard") is a social mobility charity working with more than 100 of the UK’s leading schools to harness the power of fully funded bursaries and access to ‘outreach’ opportunities at boarding and independent day schools. Our vision is to transform the lives of children and young people facing disadvantage or vulnerability through providing them with access to a great education.

About the role
We are seeking a dynamic, motivated and bright graduate to provide interim cover for 12 months as a crucial member of our Programme Team. The Project Officer’s role is to coordinate a range of projects relating to the identification and support to children/young people provided with the opportunity to attend boarding schools through the bursary programme. You will join a small, close-knit team of 10 staff all passionate about the role that independent and state boarding education can play in lifting the life chances of the most disadvantaged and vulnerable children. The role has a broad remit to support all those in the Programmes Team and so offers exciting opportunities to gain a strong understanding of all aspects of the charity’s work.

Key Responsibilities:
• coordinate and manage the applications and matching to available school placements of pupils in the partnerships programme
• assist in the development and implementation of exemplary “wrap-around” care and support for all pupils supported by Royal SpringBoard
• have full regard to Royal SpringBoard’s policies and procedures and uphold Royal SpringBoard’s reputation, aims and values

Managing the placement and support for children and young people referred through the partnerships programme
• Coordinate and manage support to Royal SpringBoard’s partner organisations and children/young people applying for the programme; including all aspects of the admissions’ processes (including accompanying children/young people and their families/guardians on visits to prospective schools where needed)
• Providing operational support to all members of the Programmes Team with the handling of enquiries and providing advice and guidance as needed to partners and families
• Once pupils start their placements, assisting in the monitoring of their pastoral and academic progress, for example checking that reports have been received
Reflect on information about pupil needs to continuously adapt and improve the ‘wrap-around’ care/support provided to pupils, in order to create the strongest conditions for successful placements, including for example the coordination of a ‘buddy system’ for pupils.

Work closely with the Head of the Alumni programme to find ways to support current pupils (from Year 12 upwards) to prepare for their post-18 journeys; and build their engagement early in anticipation of joining the alumni movement.

Participate in the drafting relevant reports and research to be used in fundraising and Trustee communications.

From time to time lead or contribute to additional projects, tasks or activities in line with operating requirements.

Communications

- Participate in the development, organisation and delivery of relevant training courses and information sessions for Royal SpringBoard’s community partners and schools;
- Develop, co-ordinate and maintain dialogue with current pupils and their families as required;
- Identify ways to build the evidence of positive outcomes and impact, supporting the Associate Director (Impact Assessment & Evaluation) to relate trends in outcomes of relevance to a broader audience and disseminate that learning to key audiences.
- Lead data quality and assurance for the Programmes Team, ensuring that the database is used to improve efficiency and for effective internal communications.

Person Specification

<table>
<thead>
<tr>
<th>Qualities, Attitudes and Values</th>
<th>(Essential) (Desirable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strong and demonstrable commitment to Royal SpringBoard’s vision, mission, values and policies/procedures, including safeguarding and protection of children &amp; equal opportunities.</td>
<td>(E)</td>
</tr>
<tr>
<td>Enthusiasm, a ‘can do’ attitude and a willingness to take on new challenges.</td>
<td>(E)</td>
</tr>
<tr>
<td>A passion for working with children and young people from diverse backgrounds and putting them at the heart of our work.</td>
<td>(E)</td>
</tr>
<tr>
<td>Prepared to be flexible, adaptable, resourceful and resilient to manage changing priorities</td>
<td>(E)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strong verbal and written communication skills.</td>
</tr>
<tr>
<td>Superb organisational, administrative and IT skills.</td>
</tr>
<tr>
<td>Ability to juggle multiple tasks and complete work within fixed deadlines.</td>
</tr>
<tr>
<td>Ability to show initiative and take personal responsibility for completing tasks</td>
</tr>
<tr>
<td>Focus on the detail, whilst not losing sight of the bigger picture</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Knowledge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Of the issues and challenges facing children and young people from areas of high socio-economic deprivation, who are looked after by local authorities or facing vulnerabilities</td>
</tr>
<tr>
<td>Of issues affecting the boarding (both state and independent) and independent day, schools’ sector.</td>
</tr>
<tr>
<td>Of effective strategies to enhance digital media presence</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Of working with children and young people</td>
</tr>
<tr>
<td>Of managing projects to differing timescales</td>
</tr>
<tr>
<td>Of building productive relationships with a range of stakeholders</td>
</tr>
</tbody>
</table>
What you can expect in return:

- You will be part of a small, friendly and committed team. Although we are based in London, we are a flexible employer with many staff working from home at certain times. Standard office hours are 9.30am – 5.30pm with an hour for lunch but the role is open to those seeking other, flexible hours.
- Annual Leave: 6 weeks (30 days) excluding public holidays.
- Probationary period: 3 months.
- DBS: This post is subject to a satisfactory DBS disclosure.
- Pension: If the post holder is over 21, they will be auto-enrolled into the NEST pension scheme but may request to opt out.

Making an application

Please apply using the Royal SpringBoard application form ensuring that you demonstrate how your skills and experience meet the person specification and reflect Royal SpringBoard’s values. Applications should be returned by 9am on Friday 24th July 2020.

Initial interviews may be held by Zoom videoconference.

Final interviews will be held on Wednesday 5th / Thursday 6th August 2020, ideally in the office if social distancing and travel requirements permit.

Candidates will be selected on the merits of their application and through competency and values-based interviews.

Royal SpringBoard is an Equal Opportunities Employer and we seek to build a team that reflects the diverse communities that we serve.

About us

We believe every child deserves the chance to thrive, regardless of their background. Royal National Children’s SpringBoard Foundation (“Royal SpringBoard”) is a social mobility charity working with more than 100 of the UK’s leading schools to harness the power of fully funded bursaries and access to ‘outreach’ opportunities at boarding and independent day schools. Our vision is to transform the lives of children and young people facing disadvantage or vulnerability through providing them with access to a great education.

Our Strategic Plan

We deliver our mission through four strategic objectives:

- Identifying children and young people for whom a fully funded bursary at an independent day or (independent and state) boarding school offers a life-transforming opportunity
- Working with schools to make available fully funded bursary places; matching those children and young people to the school best suited to their needs and interests; and providing support to ensure they thrive through their placements
- Encouraging those children and young people on leaving school to realise their ambitions, navigate fulfilling careers and make positive contributions in their communities
- Ensuring targeted access to other educational opportunities through independent school “outreach” programmes, for children and young people who are looked-after, or on the ‘edge of’ care but for whom bursary placements are not possible.

Our programmes

We have now supported more than 700 children and young people to secure bursary placements across more than 100 state and independent boarding schools, with 410 of those pupils currently in schools. We have three main programmes:
1) Our **Looked After Children programme**. To date we have placed 23 children who are looked after by their Local Authority in fully-funded boarding school bursary placements; and have recently been awarded a contract by the Department for Education to grow this programme, and explore the role of day placements for these, often very vulnerable, pupils.

2) Our **Vulnerable Children programme**. Children & young people eligible for this programme are referred directly to us (often by families, extended families or social services). Most of those placed through this programme have had significant contact with Children’s Social Services and face circumstances that can be characterised as being on the “edge of care” with their suitability for a bursary placement based on an assessment of their vulnerability and/or a lack of appropriate available parental care.

3) Our **Community Partner programme** works to offer opportunities to young people in targeted areas of high socio-economic deprivation. We have formed strong relationships with community partners in 8 areas across the UK, and one with a national reach (IntoUniversity). These include state-funded 11-16 years schools seeking good 6th Form opportunities for their most disadvantaged school leavers; and charitable organisations such as Eastside Young Leaders’ Academy (East London), Southside Young Leaders’ Academy (South London), Hope Opportunity Trust (Blacon and Croxteth) and others who provide mentoring and other essential services to raise social mobility in deprived communities.

**Our values**

**We ...**

- **always start with the child** ... in everything we do we ask, “What is in the best interests of the child (or young person)?”. Our ‘whole child’-centred approach means constantly asking ourselves if we are doing all we can to ensure children are healthy, safe, supported engaged and thriving academically

- **are optimistic** ... we believe passionately that a boarding or independent school education offers the opportunity to lift the life chances of all children, regardless of their background

- **act with integrity** ... our pupils, families, schools, and community partners trust us to make good decisions based on a confidence in our values and how we work

- **are focused on impact and learning** ... we hold ourselves accountable; we are committed to continuously reflecting on our pupils’ experiences and adapting our model to respond to what we learn

- **work together in a network** ... we believe that it is only by working collaboratively in long-term, committed school and community-partnerships that we will make a lasting difference to social mobility. We are better than the sum of our parts
Our Organisational Structure

Chief Executive

- Director of Outreach Hubs programme ("SpringForward")
- Director of Programmes
- Director(s) of Schools Engagement (1.0/1.2FTE job share)
- Director of Fundraising
- Director of Finance & Compliance (p/t 0.5 FTE)
- Office, IT & Database Manager

- Head of Partnerships
- Head of LAC/Vulnerable Children placements
- Head of Alumni programme

- Projects Officer (interim cover for 1 year to Aug 2021)
- Associate Director (Pupil Placements & Support)
- Associate Director (Impact Assessment & Evaluation) (p/t 0.5FTE)

- Team Communications Support Officer