

**Job Description**

<b>Job Title</b>	Careers Development Manager
<b>Responsible to</b>	Head of Operations
<b>Hours of work</b>	37.5 hours per week
<b>Salary</b>	Circa £28,000 depending upon experience.

**About LTSB**

**Our Vision**

A world where all young people flourish, regardless of their background.

**Who We Are**

LTSB is a social mobility charity that works with bright young people from disadvantaged backgrounds, ensuring they find meaningful, skilled careers – and that firms get positive, effective employees who can make a difference from their first day.

Our four key responsibilities are:

- Promoting opportunities to those from backgrounds that are not normally reached
- Preparing young people for the workplace, and the workplace for young people
- Providing context for their application, and stewarding the hiring process
- Pastoral care – an additional support network for the first phase of their career

We don't just get young people jobs. We launch careers. When diverse talent is given preparation and support, they don't just get by, they thrive – and that means more representative management which can better train and retain a more representative workforce.

For historic information, please see our Impact Report on our website:  
[www.leadershipthroughsport.org](http://www.leadershipthroughsport.org)

**Operations Team**

The Operations Team delivers the front-line service to the young people LTSB supports. We are responsible for recruiting and selecting the young people LTSB works with, for delivering training that meets their needs, and for providing pastoral care during the first phase of their employment.

## Careers Development Manager

Our Careers Development Managers (CDMs) are the main point of contact for the young people who we support.

CDMs manage, develop and support cohorts of young people, aged 16 – 24 (depending on the specific programme). CDMs act as role models and inspire young people. They have a proven commitment to improving the lives of young people from disadvantaged backgrounds, and they have a good understanding of social mobility, diversity and inclusion issues.

The main focus of the role is the development of young people into meaningful careers. CDMs will lead the delivery of workshops to their cohorts to improve their employability (e.g. interview techniques) and to enhance their personal and leadership abilities (e.g. critical thinking). Depending on the programme, young people may study for a qualification as part of the pre-employment phase, and the CDM will support them to achieve that qualification.

Once young people from the cohort are placed into employment, the CDM is responsible for monitoring the progress of each young person and liaising with their employer where necessary, mostly at line manager level, and supported by the LTSB employment team. Most young people are placed into apprenticeships, so the CDM is also responsible for monitoring the performance of each young person through their apprenticeship studies and liaising with the training provider as appropriate.

CDMs will be allocated to specific programmes. They may operate in a particular sector, or across a defined geographical area, or to place young people with a known employer. Each CDM may be assigned to a Programme Manager to enable the delivery of one or more of LTSB's programmes.

LTSB does not have its own offices, so CDMs will usually work from home. When appropriate, workshops may be delivered remotely (e.g. across Zoom) or may be hosted in a corporate venue.

As LTSB is a charity which receives funding from a variety of sources, and places young people with a range of employers, CDMs must maintain accurate and timely records of the progress of their cohorts.

## Main Responsibilities

### Interviewing and selecting young people for cohorts:

- Active recruitment for assigned programmes, including establishing and maintaining referral networks, working closely with LTSB's Recruitment Manager
- Manage the progress of allocated candidates through our selection process efficiently, with a high standard of communication
- We are committed to increasing participation of young women in all of our programmes. The CDM will contribute to developing and delivering initiatives to increase the number of females participating in and completing our programmes.
- We are keen to support more care-experienced young people into our programmes
- Record recruitment pathways, analyse and report on results

### Delivery of workshops and monitoring of young people's progress through the LTSB programme:

- Develop a programme that meets the LTSB curriculum and responds to the needs of individuals in the cohort
- Deliver the programme curriculum, including employability workshops
- Management of progress reports and maintenance of records
- Formulate individual development plans and provide regular 1:1 feedback to young people
- Liaison with delivery partners, hosts for activities, and guest speakers
- When appropriate, work closely with LTSB's Partnerships Manager to secure support and space to deliver workshops in corporate environments
- Work with LTSB's Employment Team to help secure outcomes for all young people

### Individual pastoral care during the LTSB programme and the initial phase of each young person's career:

- Maintain and develop employer relationships (potentially creating further opportunities)
- Conduct regular support meetings with each young person during placement, providing personal development and pastoral support
- Develop and manage professional relationships with representatives from employers, such as those volunteering as mentors to our young people

### General responsibilities:

- Accurate and timely record keeping throughout all stages of a young person's journey through the LTSB programme and the initial phase of their career
- CDMs will be willing to work flexibly and be prepared to work occasional evenings and weekends where necessary and perform other duties as reasonably requested
- The CDM will be required to adhere to policies and procedures outlined by the Head of Operations and Chief Executive

**Person Specification – Essential requirements**

<b>Experience</b>
<p><b>Education/qualifications/experience</b></p> <p>Worked in career development, employability and/or education.</p> <p>Some experience of working with young people (16+ years).</p> <p>Some experience of managing groups of young people (16+ years).</p>
<b>Knowledge</b>
<p>Experienced and able to demonstrate an understanding of mentoring and coaching.</p> <p>Demonstrate a good understanding of how to engage with young people.</p> <p>Demonstrate an understanding of how to effectively recruit, and work in partnership with other organisations to recruit, young people.</p> <p>Demonstrate an understanding of how to effectively work in a commercial partnership with employers to develop more opportunities.</p> <p>Demonstrate a strong interest in and knowledge of the issues that affect social mobility.</p>
<b>Skills and abilities</b>
<p>Excellent oral and written communication and presentation skills, which are culturally competent.</p> <p>ICT literate.</p> <p>Commitment to accurate and timely record-keeping.</p> <p>Demonstrable skills in negotiation, influencing, and conflict resolution.</p> <p>Able to work within a diverse community and inspire confidence in young people to promote participation and development.</p> <p>Able to communicate with participants, commercial stakeholders, partner agencies, and families of the young people.</p> <p>Good organisational skills, able to prioritise and work within deadlines.</p> <p>Flexible working in accordance with the requirements of the service.</p> <p>Commitment to continuous professional development and improving own performance.</p> <p>Ability to work independently.</p> <p>Ability to collaborate and work well within a team.</p> <p>Strong commitment to quality service delivery.</p> <p>Ability to monitor and evaluate programme delivery, and produce case studies and material for reports.</p> <p>Ability to work remotely, and to travel to deliver workshops or attend events when appropriate.</p>

Position will require DBS Disclosure at enhanced level.