

Job Description

EMERGING TALENT PROGRAMME OFFICER

Contact: Oli Pinch – oli@futureoflondon.org.uk



REPORTS TO	Emerging Talent Programme Manager
SALARY	£10.85 per hour, 25 hours a week
CONTRACT	Six months
START DATE	April 2021
LOCATION	Working from home initially, then central London

ABOUT FUTURE OF LONDON

At its heart, Future of London is focused on building the next generation of city leaders. As a membership-led organisation, we share best practice and build skills, knowledge and connections amongst our cross-sector network of 5,000+ urban professionals, ~500 alumni and 430 active organisations. Our mission is to help London's current and future leaders navigate adversity and translate policy into the delivery of a more liveable world city: viable, functional, equitable and sustainable. For more information on our work, visit www.futureoflondon.org.uk

Future of London's small team works hard to deliver high-quality research, events and field trips, interwoven with our Leaders professional development programmes and Diversity network. Our network relies on us to provide an independent platform for open and honest debate on a wide range of issues, bringing together cross-sector experience and perspectives.

We move fast, and offer a diverse, enjoyable and supportive workplace with opportunities for learning and personal development. With its large and increasingly influential network, supportive team and the chance to learn or hone a variety of broadly relevant skills, FoL is the perfect place to contribute to the sector and start to really build your career.

The Emerging Talent Programme (ETP):

There is a well-recognised lack of Black Asian Minority Ethnic (BAME) diversity in the built environment profession with a narrow talent pool entering the sector. This is at odds with the well-publicised benefits of increasing diversity in organisations, specifically, new perspectives, a greater capacity for creativity and innovation and competitive advantage. It is also simply the right thing to do.

The ETP's vision is to create a sustainable legacy by providing a diverse pipeline of participants with the skills and values to become the next leaders in London's housing and regeneration sectors. The programme will fast-track participant's learning through a rotating placement in a range of housing organisations. By bringing a varied pool of new talent and a diverse future leadership pipeline into housing and regeneration, participating organisations and the wider sector will benefit; both now and for years to come.

The target audience is talented BAME individuals who may be finishing education, those returning to work, career changers or others looking for a role that provides social purpose. The programme aims to reach out to these under-represented groups and offer a twenty-one-month fast track programme. We are aiming for 20 participants in the first year.

We are now looking for a committed administrator to help take the programme forward through the exciting phase of initiation, launch and delivery.

Main purpose of the job:

Your role is to provide administrative support for our new Emerging Talent Programme. This includes managing enquiries, updating the CRM, logging applications, helping to set up the assessment centre, liaising with host organisations and participants, setting up and maintaining records on participants' progress. Overall ensuring all arrangements are in place to ensure the smooth running of the programme.

DUTIES AND RESPONSIBILITIES:

- Assist the Emerging Talent Programme Manager with the smooth running of all elements, including marketing the programme and running the assessment centre for candidates.
- Liaise with Hosts and programme candidates and handle telephone and email enquiries.
- Book online meetings and webinars using MS Teams and Zoom platforms.
- Register candidates for placements keeping project spreadsheets and the CRM database up to date.
- Maintain strong relationships with hosts, candidates and mentors to maintain a quality experience for all.
- File/manage documents on the shared drive
- Ensure all admin/support tasks are completed in a timely and efficient way.
- Ad hoc administration, as and when required.

DETAILS OF EMPLOYABILITY SUPPORT

- In-house training provided as required for additional tasks including website editing (WordPress) and database management (civiCRM).
- Future of London projects and events are always run as pairs, with a lead and support. This helps the support gain on-the-job experience and learn from the lead so they can gain more autonomy and confidence. It also provides a vital second perspective and pair of eyes on all outputs.
- Weekly catch-up sessions with line manager to evaluate training and development needs. These are daily for the first one/two weeks to support onboarding.
- Weekly all-hands team meeting sharing progress and identifying where help is needed.
- In week one, scheduled one to ones with every team member to learn about their projects. Follow-ups after three months to embed shared info.
- An appointed 'buddy' from within the team to answer any informal questions and help the new starter understand FoL's culture and ways of working. Particularly useful while everyone is working remotely.
- Access to individual skills development budget to access external opportunities that develop the role holder's capacity and employability.
- A laptop, monitor, mouse and keyboard, plus any other reasonable desk equipment will be provided to support remote working.

WHAT WE NEED FROM YOU

Knowledge

- An interest/qualification in the built environment such as housing or regeneration
- Educated to at least GCSE level (including English and Maths)

Experience

- Experience working in a professional office environment
- Demonstrable experience working effectively as part of a team and a friendly and energetic approach to supporting colleagues
- Track record in good data management

Skills & Ability

- Excellent written and verbal communication skills with attention to detail for checking written documents and online content
- Demonstrable organisational skills; ability to prioritise tasks
- Ability to follow instructions accurately, and to work quickly and effectively
- Excellent IT skills, including Microsoft Office and Excel and data management
- Flexibility, ability to meet deadlines and calmness under pressure
- Awareness of, and commitment to, diversity and equality matters
- Respect for organisation and candidate confidentiality at all times
- A friendly and energetic approach to supporting others
- Professional appearance and the ability to interact well with staff/stakeholders at all levels

Training Requirements

- Appetite for learning and willingness to undertake relevant training

To apply, please send a completed application form (available on our website) and current CV to the contact below.

Contact: Oli Pinch, oli@futureoflondon.org.uk

Closing date: 22 March 2021, 10 am

Interviews: TBC