

# Job applicant information pack

## Corporate Partnerships Manager



# About us

At Action Tutoring, we believe every child should be given the **opportunity to succeed** in school.

But in the UK today, young people from disadvantaged backgrounds are less likely to achieve the grades they need to progress in life. This isn't because they are any less able; they have less access to the tools to help them **reach their potential**.

We don't think this is fair. We know tutoring is an effective way of improving academic attainment and so we harness the **power of volunteer tutors** to bridge the gap and ensure this help can be accessed by every pupil who needs it, **not just those who can afford it**.

We specifically help pupils facing socio-economic disadvantage and who are at risk of leaving primary or secondary school without reaching national standards in their exams. We work **in partnership with schools** in nine cities and regions across the UK, delivering weekly tutoring in English or maths to those pupils who need it most.



## Our mission

Action Tutoring supports young people facing **socio-economic disadvantage** to achieve a meaningful level of academic attainment, with a view to enabling them to progress in education, employment or training.



We do this by partnering high-quality volunteer tutors with pupils to increase their **subject knowledge, confidence** and **study skills**.

Our **vision** is a world in which no child's life chances are limited by their socio-economic background.

# Our values

Our team are passionate, dedicated, professional and supportive.

We are a values driven organisation and the following **six core values** underpin what we do and how we seek to do it.

Learn more about our values at:  
[www.actiontutoring.org.uk/our-story/](http://www.actiontutoring.org.uk/our-story/)



**High standards**



**Reflective**



**Evidence based**



**Aspirational**



**Integrity**



**Collaborative**



## Our impact in 2020–21

**31,763**

sessions of  
tutoring delivered

**5,528**

pupils benefitted  
from tutoring sessions

**2,749**

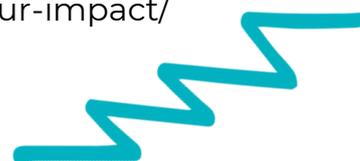
volunteer tutors  
supported our work

## The impact of the pandemic on our pupils

In **2019–20**, Action Tutoring delivered tutoring for six months until the pandemic forced schools to close. During that time, pupils made an average of +12% progress, when comparing the results of their initial assessment at the start of the programme and their progress assessment in February.

Even before the crisis, disadvantaged pupils were **already 18 months behind** their non-disadvantaged peers on average by the end of secondary school. School closures are likely to have widened this gap, reversing all progress made to narrow it since 2011. Sadly, studies suggest it could have widened **by as much as 75%**.

For more information, head to: [www.actiontutoring.org.uk/our-impact/](http://www.actiontutoring.org.uk/our-impact/)



# Corporate Partnerships Manager

As a charity that values and celebrates diversity and champions opportunities for all young people, we are keen to receive applications from those who have **experienced disadvantage** and from those who are of **Black, Asian and minority ethnic communities** who are currently underrepresented in our organisation.

If you are dedicated to ensuring young people from all backgrounds reach a meaningful level of academic attainment and are passionate about bringing about this change, **please apply** or get in touch for more information: [hello@actiontutoring.org.uk](mailto:hello@actiontutoring.org.uk).

## Reports to

Director of Marketing and Communications

## Salary

£31,000 - 33,000 depending on experience, plus £2,100 London

## Contract and hours

Full time; would consider 30 hours a week for the right candidate.

## Closing date

Monday 11th July 2022

## Interviews

w/c 18th July 2022

## Start date

Mid August or sooner if possible

## Place of work

Hybrid / flexible. The role could be done remotely but will require some regular travel to Action Tutoring's London office.

## Benefits

25 days per year (an additional day of leave will be given for each year of service up to a maximum of three extra days) plus bank holidays.

Employer and employee contribution to pension following successful probation period, in line with auto-enrolment pension requirements.

## DBS requirement

All Action Tutoring staff must have an enhanced DBS check suitable for the child workforce.

If you don't already have one, we'll process one for you. Should you be aware of any incidents, cautions or convictions that would appear in a DBS check, please notify us when you apply.

## To apply

Please submit [here](#) a CV and outline in a letter (max one page of A4):

- 1) Your experience cultivating strong relationships or partnerships with both external stakeholders and internal colleagues.
- 2) Your ability to be resilient when things are not going the way you thought, including clear examples of past experiences,
- 3) Tell us about how our organisational values are in line with your values

Applications that fail to meet these criteria will automatically be discounted. We want you to have every opportunity to demonstrate your skills, ability and potential; please contact us if you require any assistance or adjustment so that we can help you with making the application process work for you. anything we can do to make sure the assessment process works for you.

# About the opportunity

Action Tutoring has grown rapidly over the last two years, in response to the pandemic and the opportunity presented by the National Tutoring Programme (NTP). We are an ambitious organisation with an exciting new three year strategy in place, focusing on increasing our geographic reach, growing the number of pupils we support each year, building our evidence of impact and growing the role we play in advocacy.

In order to sustain our scale beyond the NTP, we are looking to grow our corporate partnerships team. Corporate partnerships play a key role in our volunteer recruitment strategy and many also provide funding as well as volunteers. With a number of long term, loyal and committed corporate relationships already in place, this role has a solid base to build upon.

This role will focus both on engaging corporates in volunteering and identify opportunities to generate fundraised income too. You'll be responsible for managing and deepening existing relationships, as well as seeking to establish new partnerships. With solid evidence of impact, a compelling story and growing reputation, this is an exciting opportunity to lead, learn and grow in a dynamic, supportive and friendly team.

## Duties and responsibilities

- Set the strategic plan for corporate partnerships (organisations with employees), defining their journey, targets and identifying which are most fruitful with an end goal of increasing volunteer applications and allocated tutors from these sources.
- Ensure volunteer targets for corporate volunteers are met.
- Cultivate relationships with larger corporates and deepen partnerships to ensure the potential volunteer tutor pipeline is maximised.
- Identify potential funders within the corporate pool, working with the Fundraising Manager to foster these and convert corporate support beyond volunteering to donating.
- Ensure the team is focused on a range of corporate partnership targets to enable a diverse tutor pool.
- Oversee the development of the partnerships area of the website to attract new businesses to partner with the charity.
- Oversee the development of clear and compelling marketing materials and presentations to engage corporate organisations.
- Work with the Programme Managers to cultivate local partnerships for programme staff to manage and embed activity with teams.
- Use personal networks and networks within Action Tutoring's staff team and volunteer pool to develop new partnership leads.
- Line management of two partnerships coordinators.

# Person specification

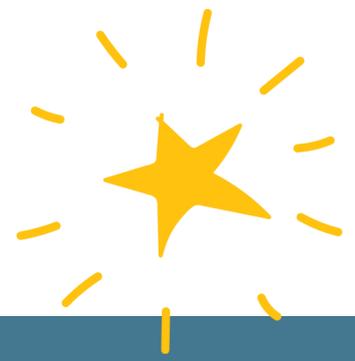
## Qualifications criteria:

- A\*-C in maths and English at GCSE (or equivalent experience ).
- Right to work in the UK.

## We are looking for some of the following attributes, though you might be more experienced in some areas than others:

- Outstanding communicator; strong written and verbal communication skills; able to make an exciting and compelling case for support.
- Ability to cultivate strong relationships with both external stakeholders and internal colleagues.
- Able to juggle multiple priorities, work to a deadline and have a long-term view, planning work over several months.
- Proactive and tenacious personality, able to seek out new opportunities and remain resilient and persevere.
- Creative, able to generate new ideas.
- High computer literacy.
- Committed to ensuring young people from all backgrounds reach a meaningful level of academic attainment.
- Committed to equality, diversity and inclusion.
- Committed to promoting and safeguarding the welfare of children.
- Ideally two years of experience managing partnerships.

# Our benefits



## Hybrid working

We offer a **flexible** combination of office and home based working.

## Flexitime and TOIL

We have a flexible policy for working hours, and offer TOIL where staff have to work particularly early in the day or late in the evening, so that they can **reclaim those hours** at another time.

## Pensions

We have a workplace pension scheme with a **3% employer contribution**.

## Knowledge-sharing

Lots of opportunities to **learn** from others in the organisation, including policy briefings, shadowing colleagues and peer-to-peer development.

## Proofreading support

As well as checking the accuracy of all content Action Tutoring shares with external audiences, our proofreading team **supports individuals** who would value an extra pair of eyes on their writing.

## Holiday

25 days holiday a year (plus UK public holidays), increasing by a day for each complete year of service (up to three extra days).

## Team away days

The whole team across the UK gets together three times a year. The days are filled with **knowledge-sharing** and skills development opportunities and also give a chance to catch up and socialise with colleagues through fun activities.

## Culture of celebrating

Regular **thanks and praise** and monthly recognition of 'heroes' to celebrate employees going above and beyond.

## Socials

Team socials around team days, regular bring-and-share team lunches and other activities.

## Ad hoc projects

Interested in other **exciting topics** relevant to our charity? Then join one of our working groups (including policy, diversity and inclusion, curriculum and training, socials, data and insights) and support with ongoing projects.



# ACTION TUTORING

[www.actiontutoring.org.uk](http://www.actiontutoring.org.uk)

[hello@actiontutoring.org.uk](mailto:hello@actiontutoring.org.uk)

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