

Belief

Courage

Growth



# Behaviour & Resilience Mentoring Programme Executive

## Job Description





“Education is not the answer to the question. Education is the means to the answer to all questions...” ”

-William Allin





# Role Overview

Contract Type:	Permanent, full time
Hours per week:	40 hours per week; 52 weeks per year
Holiday:	25 days annual leave allowance (+ bank holidays)
Reports to:	TFTF Directors Team
Start Date:	January 2024 (some flexibility - to be discussed)
Pay:	£40,000-£47,000 Salary banding progression will be confirmed at the interview
Location:	TFTF Nottingham HQ (Lenton, Nottingham)
Benefit:	Think for the Future offer a number of employee perks (see later in Job Description). A big employee perk that is offered is our on-site TFTF Tots Nursery which is subsidised and counts as a salary sacrifice, making for a very low-cost childcare option for TFTF office staff.

## Overview:

Since its inception, Think for the Future has embarked on an extraordinary journey of transformation and growth, making a profound impact on the lives of young people. We are thrilled to introduce the role of Behaviour & Resilience Mentoring Programme Executive, a pivotal position within our organisation.

As a Behaviour & Resilience Mentoring Programme Executive, you will assume a central role in steering our renowned Behaviour & Resilience Mentoring programme into a future brimming with opportunities. This role is entrusted with the oversight, operational management, and strategic direction of our Behaviour & Resilience Mentoring programme, a cornerstone of our mission to empower and inspire young people. You will lead our efforts in refining and expanding this programme, enhancing its effectiveness and reach. Your responsibilities will encompass programme strategy, implementation, and impact measurement, ensuring that we continue to make a tangible difference in the lives of the students we serve.

At Think for the Future, we envision substantial growth and evolution for this role. The Behaviour & Resilience Mentoring Programme Executive will play an instrumental part in shaping the future trajectory of our mentoring programme, paving the way for its continued success and prominence within the educational landscape.

We are on the cusp of becoming leaders in our sector, recognised for our innovative approach to student support and development. As we move forward, we are determined to further amplify our impact and extend our reach. The Behaviour & Resilience Mentoring Programme Executive will be at the forefront of this endeavour, helping us realise our ambitious vision. We are seeking an individual who not only possesses the requisite skills and expertise but who shares our passion and excitement for the profound impact we can make together. Join us on this remarkable journey as we continue to inspire and empower the next generation. If you are ready to shape the future of our Behaviour & Resilience Mentoring programme and champion the potential of young people, we invite you to embark on this exciting adventure with us!



# Think for the Future

## BE PART OF SOMETHING EXCITING...



## About Us & Our Mission

Think for the Future is a social enterprise that partners with schools nationally to deliver a Behaviour and Resilience Mentoring provision which is proven to have a measurable impact on engagement in learning. Our mission is to empower students with the skills they need to overcome social and emotional barriers in their lives that are stopping them from engaging in school and reaching their full potential.

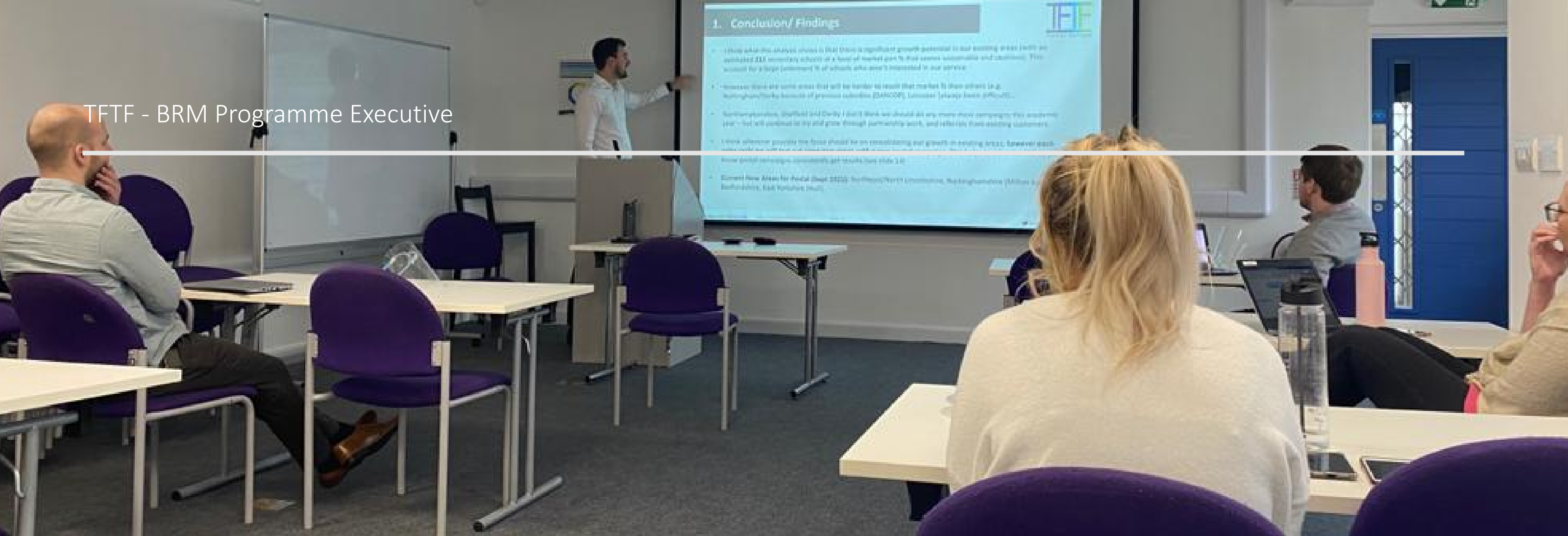
We work in primary and secondary schools to position TFTF Behaviour & Resilience Mentors and Inclusion Centre Managers who use our TFTF curriculum to build student's social and emotional skills so that they can take control of their behaviour and drastically improve their school engagement. Our TFTF team in schools are brilliant role-models for students who build strong relationships with students who are often facing significant barriers in their lives and motivate them to reach their full potential. We believe in early-intervention with young people before they are excluded from school, giving them the power to turn things around and see the opportunity that school gives them.

"Education is the key to unlocking the world, a passport to freedom"

## Working at Think for the Future

Think for the Future is a dynamic and innovative social enterprise that is committed to their schools, young people and the wellbeing of their staff. We've been recognised in the education sector as an organisation with significant potential to create systematic change across our sector and you will be a big part of that journey. Working with us, you'll belong to a close-knit and supportive team who all believe in our mission and who will invest heavily in your personal development, welfare and performance so you are able to have maximum impact and enjoyment in your role. It's a very exciting time to be joining Think for the Future as we grow into new areas, new schools and expand the number of young people we are impacting every day.





TFTF - BRM Programme Executive

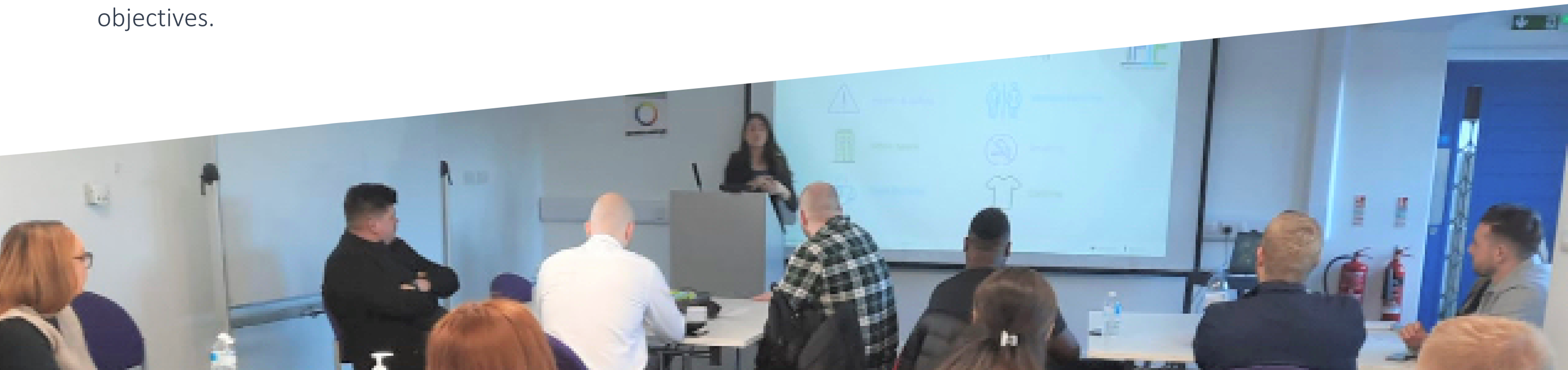
# BRM Programme Executive

## Operational Management:

- Leading a team of regional programme managers and regional account managers, fostering a culture of collaboration and positivity among team members. Including chairing all programme operational meetings, conducting regular one-on-one meetings and overseeing the induction and ongoing CPD for all programme management staff, facilitating their growth and skill enhancement as well as providing guidance, support, and mentorship.
- Overseeing and maintaining the quality of work conducted by regional programme managers.
- Cultivating a positive and proactive team environment by actively managing the welfare and morale of the BRM team.
- Working closely with the BRM Sales & Growth Executive and the Recruitment Team to ensure alignment in programme delivery and growth strategies.
- Providing high-level account management for school contracts, ensuring the satisfaction and retention of school partners.
- Supervising the performance of delivery staff, including the implementation of HR processes as advised by HR advisors.
- Management of the induction and refresher training for all delivery staff.
- Representing Think for the Future professionally and ethically in all interactions and engagements.
- Providing regular and efficient reports to the Internal Management Team on programme performance and key metrics.

## Strategic Management:

- Collaborating closely with the TFTF Director Team to ensure the effective management and high-quality delivery of the programme.
- Partnering with the TFTF Director Team to manage BRM staff effectively, promoting high staff satisfaction, retention, and necessary adjustments.
- Working closely with the TFTF Director Team to manage school partners effectively, ensuring their satisfaction, retention, and necessary adaptations.
- Collaborating with the TFTF Impact Manager to ensure effective impact measurement, utilising data to advance our social mission.
- Maintaining clear and open lines of communication within the team to promote transparency and shared objectives.
- Collaborating with the TFTF Director Team to manage budgets effectively, optimising resource allocation.
- Partnering with the TFTF Director Team to manage programme growth targets, overseeing the expansion of our impactful initiatives.
- Maintaining responsibility for ongoing curriculum development, and aligning programme content with educational objectives.





# Ideal Candidate Profile

## Safeguarding

Think for the Future is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. We adopt a rigorous Safer Recruitment Policy which is followed for every appointment. Therefore, successful appointment to this role will be subject to:

- Declaration of any convictions, cautions or reprimands which you have incurred
- An Enhanced DBS Check
- Two Satisfactory References
- Proof of Eligibility to work in the UK

## Diversity & Inclusion

At Think for the Future we're committed to creating a culture where everyone, from any background, can do their best work. For this reason we are particularly keen to hear from candidates from a diverse range of backgrounds.

### ESSENTIAL

- People management skills and experience
- Strong IT skills – an ability to use Microsoft Office to a high standard
- Outstanding project management skills
- Highly organised
- Outstanding problem solving skills
- Outstanding communication skills; the ability to present information in an engaging, concise way
- Outstanding interpersonal skills; the ability to build positive relationships and rapport with school customers and the TFTF internal team
- Strong written communication
- Ability to manage change and to adapt to unexpected demands
- Full commitment to the role, our organisations social mission and to helping the company achieve its objectives
- Ability to assess priorities and manage competing deadlines both independently and as a member of a team
- Access to own mode of transport

### DESIRABLE

- Industry specific knowledge about the Education, School or Social Enterprise sector
- Higher education qualifications





# Additional Perks of Working at Think for the Future



**Comprehensive Induction Training:** We provide a dynamic Induction Training for all new staff, during which we not only introduce you to our provision and the rest of the team but also provide team socials so you get to know your colleagues quickly.

**Continued Professional Development:** At TFTF, we understand the importance of providing progression and development opportunities. As part of this role you will have significant opportunity to develop your skillset, with access to a staff CPD budget as well as mentoring from other team members and external partner organisations. This is a brilliant opportunity to build your skillset and expertise in customer relationships.



**Vitality Health Insurance:** We provide you access to Vitality Health Insurance via a salary sacrifice scheme, which provides comprehensive health cover through your employment at Think for the Future

**Health Assured EAP:** We know that life can throw us curved balls sometimes and it’s hard to know where to turn. Our partners at Health Assured offer 24/7 confidential support from experienced therapists and advisors for just about any issue you can think of. From family issues, financial information and legal information to childcare support, consumer issues and bereavement counselling. If you have a problem, they’re there to help you solve it.



**Positive & Supportive Team Culture:** At Think for the Future, we pride ourselves on our positive and supportive team culture. We invest heavily in our staff to ensure that they are able to support the strategic aims of the organisation and, most importantly, are happy whilst doing it!



On-site TFTF Tots Nursery which is subsidised and counts as a salary sacrifice which makes for a very low-cost childcare option for TFTF office staff.

[www.thinkforthefuture.co.uk/tftftots](http://www.thinkforthefuture.co.uk/tftftots)





# How to apply:

To apply for this role please send your CV along with a Cover Letter (no more than 1 page of A4) explaining why you want to apply for the role (referring to the ideal candidate profile) to Cherie White:  
cherie.white@thinkforthefuture.co.uk  
We will be recruiting on a rolling basis, so encourage you to apply as soon as possible in order to maximise your chances of success.

Please note we do not want to engage Recruitment Agencies for this role. Thank you.

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