



**Job Description: School Engagement Consultant**  
**Starting Salary: £24,000 - £30,000 DoE**  
**Home based (in the UK) prepared/able to travel regularly as required**  
**20 days paid holiday + bank holidays**  
**NEST Pension Scheme**  
**37.5 hours per week, flexible working**

### **About Bounce Forward**

We are specialists in practical resilience training in schools. Bounce Forward is a national charity delivering inspiring and practical training programmes to support young people to reach their full potential in life. Our training programmes engage teachers, parents and others around young people to develop their own resilience skills and to pass the skills on through whole school approaches, curricula and by acting as role models.

Bounce Forward has over ten years of experience, we have trained 10,000 teachers to date and reached over 500,000 pupils.. We have set ourselves ambitious plans for impact, growth and evolution over the next 5 years. In order to achieve our targets we are recruiting a marketing and communications executive.

### **Overview of the role**

This is an essential role as we begin an ambitious growth plan. The role will develop, but will be our first specific schools engagement post. The key strengths required include effective and confident communication skills, knowledge of schools, the ability to manage several projects at once, and willingness and quick learner. The role is 'hands on' and requires the ability to take the initiative within the role and help out across the broader team as required.

### **Remit of the role**

- **Engaging schools** - Acting as our front-line ambassador to engage new schools. Developing new leads and meeting with schools to listen to their needs and help them understand how our training and offers can answer the challenges they face.
- **Customer Relations** – Support and build relationships with key decision makers in schools. Use the CRM system to follow up on leads and connect to marketing campaigns. Working closely with the team to build and develop an online community of the teachers and staff we train.
- **Grants and Funding** – Knowing what funding opportunities are available and on the horizon. Taking the lead on developing funding opportunities through grants and foundations. Writing applications.
- **Sales and Delivery Targets** – Planning, arranging and delivering effective ways to achieve specific targets to contribute to the overall growth plans.

## **Responsibilities**

1. To develop relationships with schools.
2. To effectively represent our programmes, activities and campaigns whilst listening and reporting on the needs of schools.
3. Plan and deliver events to raise our profile and meet the needs of schools.
4. To deliver and report on growth targets.
5. Explore and develop partnerships and opportunities to meet delivery targets.
6. Work alongside the team to grow our lists of potential customers to provide personalised communications that meet business and growth goals.
7. To champion our work to generate sales of our products and raise our profile in the education sector.
8. To lead on grant applications and funding opportunities to meet delivery targets.
9. To provide regular reports on progress and keep accurate records.
10. To help develop the role and the wider needs within the charity as we grow.
11. To undertake any additional duties within competence as required (meaning to 'pitch in' when needed).

## **Standout candidates will have:**

- Excellent project management and organisational skills.
- Be a confident communicator, able to communicate in different formats and with different audiences.
- Passion, experience and interest in young people's resilience.
- Understanding and experience of the education sector.
- Able to adapt, take the initiative and work independently and as part of a team.
- Have effective listening skills and ability to report what's heard.

## **Your profile**

- Educated to degree level or above in a communications, sales or education field.
- Minimum of 2 years working experience.
- Great interpersonal skills, ability to build successful stakeholder relations at all levels.
- Confident in meeting new people of varying levels of seniority.
- Ability to collect, analyse data and reporting, identify insights, trends and optimise accordingly.
- Willing to adapt, be flexible and able to work and travel to different locations across the UK.
- Ability to work autonomously without direct supervision, take initiative and keep abreast of best practice in working with and supporting schools.
- Strong organisational skills. Can work in a fast-paced, dynamic environment, able to manage several projects at once.