



## GET FURTHER

Getting students ahead in further education

### SENIOR RECRUITMENT OFFICER RECRUITMENT PACK

#### Our Mission:

One in three students leave school each year without a pass in GCSE English and maths - **this rises to over one in two for young people from disadvantaged backgrounds**. Without GCSEs in English and maths, these young people are significantly more likely to drop out of education and are locked out of key professions, apprenticeships, and university courses. Small group tuition is proven to be the most effective intervention for improving outcomes, fast, but too often the cost of tuition makes it out of reach for many students.

**We want to change this story.** Get Further is the first charity dedicated to providing free, innovative catch-up tuition to young people who missed out on gateway English and maths GCSEs at school. Our tuition is delivered by subject-specialists, who are trained by expert English and maths teachers. Students on our programme are more likely to move up at least one grade between the start and end of the course – with results **twice the national average**. Our tutors are fundamental to us achieving that impact. Students who complete the programme also join our alumni network, where they are signposted to opportunities and receive support with the transition into higher study and work.

We are the only non-profit tutoring organisation working exclusively with further education. We focus our efforts here because **70% of students studying GCSE English and maths in further education are from disadvantaged backgrounds**.

To help more students **get further**, we are seeking a Senior Recruitment Officer who will be responsible for developing and delivering the strategy for the recruitment of new tutors to our programmes.

#### Our Team

Our central team comprises some 14 members, all motivated to reduce educational advantage and ensure young people get the gateway qualifications they need to succeed. We currently employ some 150 tutors. Our main office is in Notting Dale, London, although we also have team members based in Yorkshire and elsewhere. We share our office with [Ark](#) and its [ventures](#). As well as the perks of unlimited tea, coffee and free fruit when in the office, we get 36 days of holidays per year (including bank holidays), and the joy of working in a growing organisation where we can have an outsized impact on its success and development.

#### Role Description

<b>Location:</b>	Our main office is in London and we have a shared office space in Leeds. We support remote working and also recognise the importance of staff meeting in person for work and social purposes and aim to find a happy balance between the two. We currently have two core in-office days a week.
<b>Hours:</b>	Full-time or part-time (min 4 days/wk). We can discuss flexible working patterns as needed.
<b>Duration:</b>	Permanent
<b>Salary:</b>	£26,600 - £32,100, dependent on experience and location
<b>Start date:</b>	ASAP from February 2022



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As part of Get Further's strategy, we have the ambition to expand our reach year-on-year, with the goal of supporting at least 8,000 young people in further education by 2024. Recruiting great tutors to deliver our tuition is central to us being able to achieve this goal.

As Senior Recruitment Officer for the charity, you will work directly with the Director of Operations and Chief Programme Officer to develop the strategy for recruiting an increasing number of tutors each year, ensuring that they are of a high quality and able to deliver impact for the students with whom they will work. This will involve developing local targets for tutor numbers, systems for monitoring our progress against these targets, ensuring we reach high quality potential tutors with compelling messages for why they should tutor with Get Further, building partnerships with universities, overseeing candidate assessment centres, and identifying new ways to increase tutor recruitment. The successful candidate will also work closely with our Programmes Team, to develop an effective system for anticipating our tutor needs and resolving any potential shortages and with the Operations Team for processing and onboarding successful applicants.

Get Further was founded in 2018, after winning the Teach First Innovation Award – a nationwide competition to find the best new ideas to tackle education inequality. This role is a fantastic opportunity for someone who is passionate about improving social mobility and tackling educational inequality. It will be of particular interest to someone wanting to gain knowledge and experience of the education and charity sectors. While the role offers the chance to develop your transferable skills in recruitment, there will also be opportunities to support the charity across other aspects of its work. As a new small, rapidly evolving organisation you will lead projects and see first-hand the impact of your work.

Get Further is committed to the quality of the roles we offer. The successful candidate will be offered genuine learning and development opportunities and the chance to join meetings and networks with senior leaders across the education system.

### Main Duties and Responsibilities

As Senior Recruitment Officer, **you will be primarily responsible for ensuring that Get Further recruits sufficient numbers of high-quality tutors in the regions in which we work to deliver our programme to the young people that we support. You will also support recruitment across the organisation, helping ensure that we have the team members within our central team to deliver our ambition.** It is likely that you will spend roughly 80% of your time on tutor recruitment and 20% on central team recruitment.

To achieve this, it is likely that you will:

#### Manage the recruitment pipeline:

- Work with the Director of Operations and Chief Programme Officer to set effective targets for each stage of the recruitment pipeline from attraction to offer acceptance
- Monitor these targets and adjust activity as needed to ensure the targets are met

#### Lead our attraction efforts for tutors and other central team roles:

- Distil Get Further's key recruitment messages
- Develop recruitment materials to ensure the benefits of tutoring with Get Further or joining our central team are promoted to a wide range of eligible candidates
- Find compelling ways to disseminate our recruitment messages across a range of platforms and channels, ensuring we can find a large, high-quality, and diverse pool of tutors and central staff members year-on-year



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**Develop beneficial relationships with recruitment partners to help us source high-quality tutors.** These may include, but aren't limited to:

- Universities, their career services and key departments
- University/student societies and widening participation groups
- Other education organisations with similar aims, with whom we may be able to collaborate

**Develop effective internal systems and processes to successfully recruit tutors and central team members**

- Ensure that candidates remain well-informed throughout the process and that queries are answered in a timely fashion
- Ensure that applications are monitored and promptly screened and applicants moved through the pipeline
- Oversee the scheduling and organisation of internal assessment centres, including managing those assessing candidates and creating and updating training materials
- Liaise with the Programmes Team to develop the system for anticipating any potential shortages mid-year
- Work with the Operations team to ensure all successful candidates have Right to Work and enhanced DBS checks and attend tutor training
- Manage aspects of our client relationship management system (Salesforce) to track applications and evaluate current practices, and/or identify other recruitment platforms/applicant tracking systems that may be more effective

Get Further has a relatively small central team, so as well as taking the lead in developing our overall recruitment strategy, you will need to play a hands-on role in delivering it. During peak recruitment periods and lulls in tuition programme delivery you will be able to draw on the support of other team members. In the past, we have successfully hired interns and other temporary workers to provide additional capacity during peak periods. As tutor recruitment is core to successful programme delivery, we will continue to review the capacity and needs of this function and invest in it as needed.

### Person Specification

The ideal candidate will have a genuine interest in working in the charity sector. Experience in recruitment and education are highly desirable.

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Commitment to Get Further's mission and values, including passionate about tackling educational inequality</li> <li>• Previous recruitment or marketing experience</li> <li>• Knowledge of recruitment, marketing and advertising strategies</li> <li>• Strong organisation and planning skills</li> <li>• Ability to deal with sensitive issues and to demonstrate strict confidentiality</li> <li>• Desire to learn, develop and advance personal career prospects</li> <li>• IT skills – experience of MS Office, particularly Word and Excel</li> <li>• Excellent spoken and written English language skills</li> </ul>	<ul style="list-style-type: none"> <li>• Good working knowledge of ICT systems, including CRM (Salesforce) software</li> <li>• Familiarity with the further education sector</li> <li>• Experience, interest in or commitment to a career in the charity sector</li> <li>• Knowledge of the higher education / university sector</li> </ul>



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### How to Apply

Your application must include **both** a CV of no more than 2 sides of A4 and a supporting statement of no more than 1 side of A4. Your supporting statement should highlight your interest in Get Further and your motivation for undertaking this role. Please detail your relevant experience, ensuring this is in line with the above role description / person specification, your preferred start date and where you heard about this opportunity.

Please send your application to [applications@getfurther.org.uk](mailto:applications@getfurther.org.uk) with the subject Senior Recruitment Officer by 9am on Monday 10<sup>th</sup> January 2022. Suitable candidates may be contacted ahead of the closing date and incomplete applications will not be processed. Online interviews will be held in January 2022.

This is a UK-based post and **applicants must be living in and have the right to work the UK**; if applicable please detail your visa status in your covering email. *Get Further is an equal opportunities employer and will not discriminate against any candidate on the basis of any characteristic protected by the Equality Act 2010.*

### OUR SUPPORTERS

CREDIT SUISSE

TeachFirst

Ark



THE YOUNG FOUNDATION

SHACKLETON FOUNDATION