

FREELANCE WORKSHOP FACILITATOR



Freelance Workshop Facilitator

Reports to	Programme Director
Location	<p>We are particularly interested in individuals based in the following locations:</p> <ul style="list-style-type: none"> • London • Midlands • Northern Ireland • Scotland
Salary and expenses	£120 day rate with reasonable expenses agreed in advance.
Schedule	Our workshops occupy a full school day, usually taking place between 8am and 3pm (not including travel).

Future First wants to see every state school and college in the UK, and every state pupil, supported by a thriving and engaged alumni community, which improves students' motivation, confidence and life chances. We have a network of alumni who have supported our programmes in schools for over a decade. They act as accessible and inspirational role models by sharing their stories through a variety of activities, including blogging, online mentoring, networking and careers activities in schools.

About the role

We are seeking Freelance Workshop Facilitators to support the delivery of our workshops in schools and colleges at busy times of the year. We are looking for individuals with at least one year's experience working with schools and young people, and who have an engaging facilitation style. Some experience of working with volunteers is preferred.

Duties and responsibilities

You'll lead sessions that support volunteers from the working world to share their advice and expertise with young people aged 11 – 18, enabling young people to grow their confidence, knowledge and motivation. You'll be responsible for:

- First class facilitation which engages all young people during the delivery of workshops
- Delivering impactful workshops, careers events and other activities – using alumni (former students of the school or college) and other volunteers to help students understand the range of career options available to them
- Maintaining regular contact with both Future First and our member schools via email and phone; ensuring that they have the support, materials and practical help that they need to make the most of each session
- Managing the volunteer experience by encouraging them to join activities within the school, preparing them in advance of their attendance and ensuring they feel supported on the day

Training

Training will be provided through a mandatory half-day virtual session (paid) and supplementary materials shared in advance. In addition, you will be able to access termly refresher sessions, these are optional and are not paid.

Person specification

Experience and Knowledge	Essential	Desirable
1. Experience of working with young people	X	
2. Experience of managing volunteers		X
3. Knowledge and experience of the education sector	X	
4. Experience of sometimes dealing with challenging behavior	X	

Skills	Essential	Desirable
1. Confident at engaging and communicating with large groups of students	X	
2. An understanding of the best ways to communicate with young people	X	

Attributes	Essential	Desirable
1. A high energy, inspiring facilitation style which quickly engages an audience	X	
2. Capable of remaining calm and effective under pressure	X	
3. A flexible approach and willingness to travel to schools and colleges to deliver workshops	X	
3. Full clean driving license		X

How to apply

Please [apply via our applicant tracking system](#). You will be asked to upload a CV and covering letter.

Application deadline: We will be shortlisting and interviewing on a rolling basis, so please submit applications as soon as possible to avoid disappointment.

Interview: Interviews will take place on Zoom and will be approximately 45 minutes long. Shortlisted candidates will be contacted to agree an interview time. You will be asked to prepare a five-minute presentation if accepted to interview.

At Future First we are committed to social justice and the value of role models. We value and celebrate people's diversity and believe this strengthens our team and our work. We are keen to build a workforce that reflects the young people and schools we support. We therefore particularly welcome applications from Black, Asian and Minority Ethnic candidates, and those who attended state school and were in receipt of free school meals and/or were the first in their family to go to university.

For questions about the role, please email recruitment@futurefirst.org.uk



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When I think about my future now it's different, I've got a lot more choice about what I'm going to do when I'm older, much more than I first thought. The alumni showed me that.

-Year 10 student.

Thank you for your interest in Future First.