**Title of post: Corporate Partnerships & Career Network Manager -
 Maternity Cover**

**Salary: Scale PO4, points 41-44 (£39,855pa to 42,651pa)**

**Timescale: Maternity Cover – 12-13 months (Start December 2017)**

**Hours: 35 hours per week**

**Responsible to: Director of 6th Form**

**Working with: Corporate partners, HCN Board, 6th Form Team, Vocational Careers Manager, Community and Corporate Partnerships Coordinator, Career Ready, Pastoral Team Leaders and all members of the school community**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Description**

 **I. Management responsibilities**

**Lead Haverstock Career Network (HCN) including:**

* All relationship management with key corporate partners and board members
* Planning and organising an annual calendar of HCN events
(Guru lecture programme, skills workshops, workplace visits and all other events)
* Marketing the Haverstock Career Network externally and within the school
* Managing all external and internal HCN marketing and communications (supported by Partnerships Coordinator)
	+ HCN website maintenance – regularly updating with photos, events, copy
	+ Termly HCN newsletter to be sent to all stakeholders
* HCN student recruitment (intern and external)
* Working with Career Ready to ensure maximum mutual benefit and that relevant/necessary support is received
* Chairing HCN Board meetings
* Developing appropriate rewards and sanctions for HCN students (business suits, criteria for maintaining a place on HCN, etc.)
* Monitoring and supporting all HCN students to ensure they are meeting HCN expectations for attainment and progress, attendance, behaviour and participation
* Ongoing and regular programme monitoring, evaluation & quality assurance
* Sourcing and coordinating paid internships for all HCN students, visiting students on internship
* Co-ordinating with the KS5 team and ensuring excellent communication and planning with teaching staff
* Engaging all stakeholders (students, mentors, corporate partners, staff etc.) in HCN events

**Line manage the Community and Corporate Partnerships Coordinator including:**

* Setting and evaluating their performance objectives
* Agreeing their action plans and work priorities
* Providing support and training where necessary
* Monitoring and evaluating their work

**II. Leadership responsibilities**

**Develop a long term vision for the HCN in conjunction with the HCN board, your line manager and support from the Community and Corporate Partnerships Coordinator, including:**

* Strategic planning to determine key short-, medium- and long-term development priorities
* Expanding our network of businesses and professionals (e.g. recruiting new mentors, board members and corporate partners where necessary, sourcing new internships, STEM Network growth)
* Seeking out, implementing and evaluating new HCN initiatives
* Expanding the HCN alumni network that links with the whole school alumni network
* Developing a clear strategy for marketing and promoting the work of the HCN

**III. Skills, behaviours and personal specification**

* Outstanding interpersonal skills including the ability to
	+ Build strong relationships with young people and colleagues
	+ Network with professionals and industry leaders
	+ Motivate students as well as corporate partners working within the HCN
	+ Engage and derive maximum benefit from the wide range of HCN stakeholders,
	and the HCN board
* Demonstrably good written and strong verbal communication skills
* Excellent organisational skills
* Evidence of managing others well
* Reliable, always meets deadlines and delivers on their commitments
* A professional who is able to work independently as well as part of a team
* Strong ICT skills
* A role model to young people
* An ambassador for the school
* A graduate with at least three years’ experience working in the private or public sector
* An ambitious professional who is keen to move the HCN programme forward

Haverstock is committed to safeguarding and promoting the welfare of young people and

expects all staff and volunteers to share this commitment. The post will be subject to

enhanced DBS disclosure.

**Closing date for applications: Monday 30th October at noon.**

**Applications should be returned to** **jobs@haverstock.camden.sch.uk**

References will be requested upon shortlisting.

In the interest of economy, only shortlisted candidates will be contacted.

Thank you for your interest in this post.

James Hadley

Headteacher