



Student Opportunities Project Manager Information Pack

Thank you for your interest in the **Central Foundation Student Opportunities Project Manager** role to support this small Charitable Foundation as it enters the next stage in its strategic development.

We are looking for a project manager for an exciting new careers initiative being launched by the Foundation this autumn. The Student Opportunities Project Manager will manage the set up and delivery of an extension to the careers programme of our two state schools based in Islington and Tower Hamlets. Collaborating with the existing careers leads at each school, you will establish a new work experience and career insight offer tailored to the needs of each school, supported by a monitoring and evaluation framework.

About the charity

For over 150 years, the [Central Foundation Schools of London](#) has supported two schools. The [Girls' School](#) in Tower Hamlets provides places for over 1500 girls while the [Boys' School](#) is based in Cowper Street, Islington and has over 1100 students. Today, the Foundation continues to benefit students at these two schools providing funding while also supporting the schools to strengthen the opportunities and educational outcomes for current and future students.

We are a small team with three part time staff managing the day-to-day work of the Foundation. A Board of 18 trustees/directors volunteer their time and skills and collaborate closely with the staff team. Following a successful transformation and modernisation of the charity's operations and processes in 2023, the Foundation established its first strategy in 2024 addressing how we can best support the Schools over the next decade and more.

About the role

To support one of our strategic priorities for 2025 and 2026 - *to enhance our support to students* - Central Foundation Schools of London is recruiting a project manager to develop a new student opportunities programme working with the careers teams at both schools to extend and develop the work experience, careers and aspirations-raising opportunities available. This will be our first formal collaboration across the three organisations which will be delivered in partnership for the direct benefit of the 2,600 students at our two schools.

The role is offered as a part time role 4 days a week, initially as an 18-month fixed term role from September 2025. The role is based at the Foundation Office within the Boys School and the successful candidate will spend regular time at both schools, Central Foundation Boys School at Old Street and Central Foundation Girls' School at Bow Road. Remote and flexible work arrangements will allow for some home-based working.

Central Foundation Schools of London



Key responsibilities include:

- Collaborating with the Central Foundation Schools to establish an enhanced student opportunities programme
- Supporting the raising of student aspirations and increase of career opportunities and pathways
- Developing a shared work experience and work insight programme in consultation with the schools' careers leads
- Working with the careers teams at both schools to support their speakers and assemblies' programme
- Building and maintaining positive, sustainable relationships with companies and volunteers
- Contributing towards the planning and implementation of career and aspirations initiatives including career/work readiness opportunities and speakers
- Establishing and managing evaluation framework for the student opportunities project.

Our Offer

- Salary: £40 - 44k (£32 - £35.2k pro rata) dependant on experience.
- Location: Based near Old Street, with flexibility in days/hours by agreement.
- Pension: Foundation match contribution up to 10%
- Holiday: 25 days plus bank holidays (pro-rata for 4 days/week)
- Training and development support, including support for continuing professional development.

How to apply:

We aim to be an open and inclusive organisation and so take a slightly different approach to recruitment. Interested candidates are encouraged to submit a tailored supporting statement which answers the following questions:

1. **Why are you a great fit for this role?** Please reference the person specification and draw on your track record of managing a financial operation (circa 300 - 400 words or 1 side of A4).
2. **Give an example of a project you have established** what steps did you take and how did you assess the success? (circa 200 - 400 words or 1 side of A4).
3. Based on your knowledge of the charity and our schools, **what careers and work experience opportunities might be most relevant to develop for our students and why?** (circa 300 words)

You are also invited to submit your CV and provide two references, which will only be taken if you are invited for a final interview.

Closing date:

Please send your application to FoundationOffice@cfsl.org.uk clearly marking the email 'CFSL Student Opportunities Project Manager' by 9am on Monday 18 August 2025.

Central Foundation Schools of London



Interviews.

Interviews will take place in early September. First interviews will be conducted via Zoom with final interviews held at one of the Schools.

Please note that in order to be considered for this position you need to have the right to work in the UK, either through nationality or relevant work visa. The successful candidate will also be required to undertake an enhanced DBS.

More Information

- Information about the Foundation and its work: <https://www.centralfoundation.co.uk/>.
- Careers at Central Foundation Girls' School <https://www.cfgs.co.uk/Careers-and-work-related-learning/>
- Careers at Central Foundation Boys' School <https://www.centralfoundationboys.co.uk/school-day-support/career-support/>

Supporting Information below:

- [Student Opportunities Project Scope](#)
- [Role Profile: Student Opportunities Project Manager \(Fixed Term\)](#)



Exploring careers in law and politics: Joint event arranged by the Foundation for sixth form law and politics students at both schools with guest speaker: Emily Thornberry, MP for Islington South and Finsbury



1. Strategic Context

Our Vision:

Through an exceptional Central Foundation education, every student learns, develops, and grows so they can reach their full potential.

Our Mission:

By leveraging our skills, funding and influence we will collaborate with our schools and partners to strengthen their education provision and outcomes, their governance, funding, and infrastructure.

The Foundation's strategy identifies **enhancing our support to students** as its first strategic priority with the aim to **work with the Schools to give students access to more opportunities, funding and support** which includes **1d. to leverage our relationships and networks to give students access to new and wider opportunities and raise their aspirations.**

2. Background

In 2024 the Foundation provided a small seed-grant to launch a speakers and events programme supporting both schools. Facilitated by a Foundation trustee, a series of speakers provided opportunities for students at each school particularly learning more about different careers in law, politics and exploring the world of AI. At the Girls School the programme also included a very popular opportunity to visit the Royal School of Needlework. For 2024 the programme delivered a series of **7 events** reaching over **200 students** across the two schools with a mix of joint events, visits, external speakers and workshops. In addition, occasional speaker requests for careers week and assemblies have been supported on an adhoc basis. The simple evaluation at the end of 2024 highlighted the very positive experiences students gained from the different events and that these were highly valued. The cost of ~£6 per opportunity (£1,265 of £4k spent) is an exceptional return. However, the evaluation highlighted pilot had significant limitations, for example requiring a lot of liaison and support from the schools to host visits, challenges around travel time and costs for students to take up opportunities or attend joint events, and the range of themes. This created significant hidden costs for both schools and limited the ability of the programme to develop and have greater impact. It has unlocked a clear need for a formalized programme directly linked to the careers curriculum which is properly funded and resourced.

In December 2024 the Foundation Board approved an initial 18-month investment of £90,000 in a new Student Opportunities Programme which will respond strategically to the needs at both schools, in line with the Foundation Strategy. Subject to evaluation, the Foundation has made a long-term provision in its strategic planning and budget with the expectation that this initial period will allow piloting of the new offer and clarification of the need and working practices. The expectation is that this will become a long-term strategic collaboration across the three organisations.

Changes to the Gatsby Benchmarks¹ have been announced this month (May 2025) which include an increased emphasis on *'meaningful and varied (careers) encounters and experiences'* and have a number of implications for the schools. The new Student Opportunities Programme will be positioned directly to support both schools to respond to the changes and further strengthen their existing careers offers.

¹ [Updated Gatsby Benchmarks](#)



3. Needs analysis

Meetings with staff at both schools have identified the following core needs:

Boys' School

- Significantly strengthen the KS3 and KS4 **work experience** and **work insight** opportunities
- Develop and populate a managed annual **careers assembly speakers programme**
- Manage volunteer and company **relationships**, building long term repeatable opportunities
- Access to school **database** (Compass+ Dashboard) to record careers' related activity maintaining accurate records of student engagement and impact reporting.
- Collaborate on delivering the school's **Future Skills Questionnaire**, centered on careers, to identify evolving student career interests and skills gaps and address these in speakers and opportunities created.
- Support the school in response to changing government careers-related **education policy**.

Girls' School

- Significant expansion of Year 12 students' **work experience** and **work insight** opportunities
- Capacity to support placement **risk assessments** and **check-in visits**
- Significantly widen **career horizons** beyond STEM, social sciences and law to arts, humanities, media, digital and more through strengthened, repeatable **speakers programme**
- Manage volunteer and company **relationships**, building long term repeatable opportunities
- Insight into how future options and career pathways may **change over time**
- Consolidate **transferable skills** work (supporting Oxbridge and Russell Group interview success)
- Support **Gatsby Benchmark** changes.

The shared core need across both schools is the increased provision of high-quality work experience and work insight opportunities.

4. Project Objectives

Offer at least one additional career-related opportunity/intervention offered to each Year 7 – 13 student at each school.

Recognising that the two schools have slightly different needs at this stage, the initial 18-month programmes will be built in direct support of the Schools' careers programme and the new Gatsby Benchmarks, to address two primary areas, tailored to the needs of each school.

- 1. Establish a work experience and insights programme which provides a pipeline of opportunities to each school**
- 2. Develop and manage a repeatable, annual career horizons assembly and speakers' programme**

5. Supporting Principles

As it sets up the project, the Foundation will also work with the following in mind:

- Over the project lifecycle, the Student Opportunities Programme develops a connected careers curriculum and journey from Year 7 through to Year 13.
- Opportunities are developed with a view to being repeatable
- School careers records will be maintained up to date
- Student surveys and insight into careers needs will be supported and actioned in the development of the programme.
- A monitoring and evaluation framework will be developed for the programme.



6. Key Deliverables and Measures

Our aim is that every student receives at least one careers intervention from the programme in its pilot period. This equates to ~2,700 interventions at £33 per opportunity created

Project deliverables

- Work experience and insight programmes populated at both schools
- New work insight day/carousel partners established
- Bank of England work insight programme set up for both schools (existing relationship)
- Managed speakers programme introduced for both schools
- Assemblies' annual careers calendar populated at the Boys School
- Measures against Gatsby outcomes reported
- Careers databases at both schools maintained with programme opportunities
- Monitoring and evaluation framework developed for use from January 2026
- Annual student feedback approach established in line with existing school process
- Detailed budget and actual costs established and reported termly to the Foundation Board and schools
- Evaluation completed in autumn 2026 for Foundation December Board meeting and decision on long term plan for the programme.

Proposed project measures and evaluation

- Number of students benefitting from at least one careers intervention as a result of this programme
- Quantitative student feedback on activities within the programme
- Number of new partners established
- Number of work experience placements facilitated
- Number of work insight events supported
- Number of volunteer speakers engaged
- Number of assemblies supported
- Number of work experience placements hosted
- Number of sole and joint events hosted.

7. Assumptions and Risks

The Foundation will employ the Student Opportunities Project Manager (fully DBS checked). Access to the careers databases at each school will be provided to (approved) Foundation staff.

8. Budget

A budget of £90,000 has been provided by the Foundation for the 18-month pilot



Exploring careers:
Girls' School students
visiting the Royal
School of Needlework



Role Profile: Student Opportunities Project Manager (Fixed Term)

Job Title:	Student Opportunities Project Manager
Contract Basis:	Fixed Term, Part-Time
Hours:	4 days per week (18-month fixed term contract)
Salary Range:	£40 - 44k (£32 - £35.2k pro rata 4 days/week)
Location:	Central Foundation Office, Trustees Office, Cowper Street, London EC2A 4SH <i>with regular attendance at Boys School (Old Street) and Girls School (Bow Road)</i>
Direct Reports	None
Reporting To:	Chief Executive

Role Purpose

As part of the Foundation's first strategy, we established a key focus to **Enhance our support to students** with the aim to work with the Schools to give students access to more opportunities, funding and support. One of the most significant needs has been to extend the work experience, careers and aspirations-raising opportunities available at the schools. The Foundation is providing the initial funding to host an 18-month pilot to extend the careers opportunities available across all year groups, leveraging our relationships and networks to give students access to new and wider opportunities, and raise their aspirations. This will be our first formal collaboration across the three organisations which will be delivered in partnership for the direct benefit of the 2,700 students at our two schools.

The Student Opportunities Project Manager will set up and manage delivery of the programme working with the schools. You will be supporting the Foundation's first formal collaboration with the schools and first involvement in direct delivery of a programme to strengthen their education provision and outcomes. You will establish a new work experience and career insight programme tailored to the needs of each school, supported by a monitoring and evaluation framework.

Key Objectives of the Role

- Collaborate with the Central Foundation Schools to establish an enhanced student opportunities programme
- Support the raising of student aspirations and increase of career opportunities and pathways
- Develop a shared work experience and work insight programme in consultation with the schools' careers leads
- Work with careers teams at both schools to support their speakers and assemblies' programme
- Build and maintain positive, sustainable relationships with companies and volunteers
- Contribute towards the planning and implementation of career and aspirations initiatives including career/work readiness opportunities and speakers
- Establish and manage the evaluation framework for the student opportunities project.



Key Responsibilities

1. Project Formation and Delivery:

- Develop and deliver a joint work experience and speakers programme for careers.
- Collaborate with the schools' careers teams to co-create the programme to support the overall schools' careers' offer.
- Support the annual delivery planning with the Schools facilitating ongoing reviews and enhancements to the work experience and speakers' programmes.
- Grow the number of joint careers and work experience opportunities and speaker events.
- Proactively identify and deliver improvements drawing on staff and student feedback.
- Plan, organise and attend careers events within the schools and across the organisations, inviting in external agencies, educational institutions, employers and other relevant organisations.
- Supporting the plan and organisation of student attendance at external events such as careers fairs, further and higher education open days, summer school opportunities as well as work experience placements and insight days.

2. Partnership Development

- Develop and maintain effective links with work experience providers, corporates and local businesses to enhance the number and quality of work experience and work insight opportunities for students.
- Develop and maintain strong working relationships with further and higher education institutions, careers providers and other key organisations or agencies to secure appropriate support and opportunities for students.

3. Volunteer Management

- Grow a network of speakers and career workshop hosts to deliver talks, facilitate careers workshops and host work experience and insight events.
- Host visiting speakers when attending onsite events at either school.

4. Evaluation and Monitoring

- Develop and deliver an evaluation framework for the programme.
- Accurately track student careers interventions and outcomes using relevant school careers' databases.
- Maintain accurate records and statistics to demonstrate the progress of students, track their destinations and report on outcomes as required.
- Work with the schools to identify employer and speaker opportunities based on student interests and trends in jobs market and careers.
- Prepare reports for the Foundation Board quarterly meetings, including an annual evaluation of the programme.

5. Other responsibilities:

- Support careers weeks and other year- or school-wide events including but not limited to CV workshops, career carousel events.
- Maintain a professional understanding of careers opportunities, routes into post-16 training, apprenticeships or education and national initiatives on post-16 options.
- Adhere to Health and Safety and Safeguarding requirements as directed at each school.
- Keep up to date with external changes including changes to policy, legislation and benchmarks, including the Gatsby benchmarks.



Person Specification

	Essential
Qualifications	Undergraduate Degree and/or professional qualification in Career Development, Career Guidance, Coaching or Career Management and Employability at level 6 or 7 and accredited by an appropriate professional body e.g. AGCAS, CDI, CMI.
Essential Experience	<ul style="list-style-type: none"> • Experience of working with students or colleagues from a diverse range of backgrounds in a variety of different situations. • Understanding of careers pathways post-16 and post-18. • Experience of planning, prioritising, and implementing complex projects, and managing multiple deadlines, in a changing environment and under pressure. • Experience of establishing and managing corporate partnerships. • Strong relationship and collaboration skills with an ability to quickly build excellent relationships and successful alliances with a wide range of stakeholders. • Excellent written and verbal communication skills, including the ability to explain complex issues clearly to others in a that is easy to understand. • Experience of working with young people aged 11 – 18. • Awareness of current issues in post 16 and post 18 employment trends on a regional, national, and international level. • Strong relationship building and influencing skills. • Willingness and ability to seek new and better ways to deliver an excellent service, including embracing technological developments. • Confident user of MS Office 365, and use of database (training for specific school systems will be provided).
Desirable Experience	<ul style="list-style-type: none"> • Volunteer management experience. • Awareness of Gatsby benchmarks and the role they play in careers education. • Strong presentation skills in designing and delivering interactive and engaging groupwork for varying group sizes (e.g. presentations, talks, workshops), both online and in-person. • A high level of self-awareness, including an ability to identify own strengths and weaknesses and how your behaviour affects others. • A pro-active and resilient approach to problem-solving, including a positive attitude to overcoming obstacles and the ability to take initiative in identifying improved ways of working.
Personal attributes	<ul style="list-style-type: none"> • Commitment to the vision and aims of the Central Foundation Schools for London and the Schools. • A desire to bring about positive change in education and the lives of your people. • Self-motivated, with a commitment to taking ownership and being responsible for work tasks and own behaviour. • Excellent communication skills with the ability to deal confidently with a wide range of tasks and handle any challenges coolly and positively. • Good organisational skills, including being able to work flexibly. • Effective team worker. • Commitment to personal development and equal opportunities. • Hard-working, resilient and professional but with an appreciation of the need to maintain work-life balance.



Other	The role is subject to an enhanced DBS check and a satisfactory financial check which are renewed periodically.
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This role is based at the Central Foundation Trustees Office within the Boys School. The successful candidate will spend regular time at both schools, Central Foundation Boys School at Old Street and Central Foundation Girls' School at Bow Road.