



Employability Coordinator

Salary – £20,000 to £25,000 pa (depending on experience)

Reporting to – Head of Delivery & Partnerships

Team – Delivery

Location – Flexible (You will be required to attend our London office and delivery regions for meetings and events. There is also an option to work full time from our office in London)

Contract type – Full time, permanent - open to flexible working and job share

Holiday entitlement – 25 days plus Bank & Public holidays

Job Background

You will be responsible for coordinating the employability aspect of the Dallaglio RugbyWorks intervention which provides young people with engaging opportunities to experience the workplace. You will manage key employability relationships and work to up sell these to funding corporate partners. You will work with the Head of Delivery & Partnerships to manage sector relationships and regional partnerships.

Duties & Responsibilities

- Collective management of the Dallaglio RugbyWorks Career Taster Day and employability offer, working with the delivery team in the field to ensure engagement targets are met.
- Relationship management with employability partners:
 - Provide excellent customer service to employability partners with an aim to up sell these relationships to become funding partners.
 - Collective management of employability partners, working with delivery team members to generate new employability leads to ensure there is always a pipeline of exciting employability options and potential corporate partners.
 - Input all historic employability partner data into the CRM system and ensure ongoing strong record management of current partners with all details kept up to date.
- Responsible for implementing the regional corporate fundraising strategy and securing donations from regional partners.
- Support with the coordination of sector relationships and delivery partners.
- Act as a central point of contact for all delivery and employability enquiries both internally and externally.
- Supporting on the development of the employability offer for Player Profiles.

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- Ensure all data relating to employability is captured on UpShot (data management software).
- Provide reports and updates on the progress of KPIs (key performance indicators).

Person Specification

ESSENTIAL

- A good communicator with an ability to build meaningful relationships at multiple levels.
- Ability to work with and coordinate multiple people to get to an end goal.
- Highly organised with an ability to follow processes.
- Passionate about the Dallaglio RugbyWorks mission and exhibit our playbook values.
- Proficiency with Office 365 applications.

DESIRABLE

- Previous experience working for a youth development programme.
- Previous use of a CRM (customer relationship management) system.