

Worshipful Company of Chartered Surveyors

Education Programme Delivery Officer

The Company

The Surveyor's Livery supports the property profession and, through its wider charitable activities, acts as a force for good in advancing education and helping young people achieve their potential. One of the principle objectives of the Chartered Surveyors Livery Company is to promote and assist with the education of young people.

The Opportunity

An exciting opportunity now exists for a self employed individual who would like to work flexibly for up to 3 days (24 hours) per week to work with the Education Committee of the WCCS as a programme delivery officer for their education outreach initiatives. Through volunteering, charitable donations and bursaries the Education Committee provides a wide range of educational support to those from minority backgrounds and overlooked communities. This offers the opportunity to many, who would not otherwise have been able to do so, to pursue a career in the property industry so enhancing diversity in the profession. This activity has increased considerably over the last 5 years and an opportunity to deliver this programme now exists.

The Role

Our programme delivery officer will be the regular contact point for all our champions/students/mentors ensuring all are getting maximum benefit from our support and we have early warning of any issues arising...this would include all students we support being Schools/Pathways/Masters students & our arts scholarships.

They will promote WCCS programmes and support delivery of the Education & Fund Raising committees' business plan objectives.

This will include organising national and local events for students who would benefit from being integrated under the auspice of WCCS

To create and promote an alumni group to ensure we don't lose touch with contacts met via outreach.

They will manage a database for career opportunities to aid all into work to include developing our Apprenticeship strategy which is now getting underway.

We are looking for someone to work 3 days per week who has the following experience and skills:

- Able to provide high-quality advice and support to stakeholders on a range of programme delivery matters
- Able to influence without authority
- Exceptional interpersonal skills and a "can-do" attitude
- Strong administration skills and organisational capability
- Strong communication skills, able to adapt their style to varied audiences in numerous methods of communication
- Experience of impactful programme delivery, innovation and ability to start from scratch
- Critical problem-solving ability. Able to make decisions on the information available
- Passion for removing barriers to education, employment and training
- Self motivated and diligent

Apply with CV and cover letter to esaunders@savills.com