

Job Description - Shaping Portsmouth Education Pillar Lead

Reports to: Shaping Portsmouth Operations Manager

Salary (FTE): To be agreed within the range of £27,000 - £31,000 pa

Work location: Hybrid - Shaping Portsmouth office at Portsmouth Guildhall, educational settings across the city and some work from home available

Contracted Hours: Full-time (37.5 hours pw) or Part-time (24 + hours pw) with flexibility in line with flexible working policy. Very occasional requirement to attend evening events on ad-hoc basis.

Working days: Monday to Friday with very occasional weekend working for events.

Are you passionate about Portsmouth and working with young people? Are you an excellent relationship builder, driven by an ambition to make a difference in education?

Passionate about making a difference, our Education Pillar Lead will be a motivated self-starter with excellent communication, organisation, and presentation skills to help bring our education programmes to life. With previous education experience, they will be equally confident in engaging senior education and careers leaders as they will designing and delivering dynamic workshops in classrooms and in small group sessions.

You will be an integral part of the small but powerful Shaping Portsmouth team; leading the way on building new and deepening existing relationships with schools and colleges, project managing our education projects and designing and delivering workshops directly to young people.

Our education pillar seeks to equip people with the skills they need to be employable, explore their future options and connect with the city's diverse labour market. We recognise that learning, developing skills and enhancing employability is a lifelong endeavour that every member of our community should be supported in.

Be Part of Transforming Portsmouth Together

Shaping Portsmouth is a non-profit organisation formed, funded and led by key Portsmouth businesses to deliver innovative social value programmes across Business, Education & Community within Portsmouth. We work with corporate partners and volunteers towards our vision of making Portsmouth the number one UK city in which to invest, live, learn, work and visit.

Responsibilities

The successful candidate will deliver and lead Shaping Portsmouth's current education programmes in line with Shaping Portsmouth's vision, mission and values:

Build and maintain powerful relationships with schools and colleges across Portsmouth

- Liaise and act as a primary point of contact for Portsmouth Schools and Colleges, including their Leadership Teams and Careers Leads.
- Implement engagement strategies to build deep and meaningful new relationships with schools and colleges not yet involved - developing advocacy for Shaping Portsmouth and our mission - and onboarding them as partners of one of our three core projects.
- Work alongside other stakeholders and partners, including Portsmouth City Council, to drive engagement from schools and colleges in our projects.

Organise, plan and facilitate inspiring workshops with Young People

- Organise, plan and facilitate bespoke workshops that are inspiring, engaging and dynamic including:
 - [Explore Your Future workshops](#). 60-90 minute workshops that help young people better understand the world of work, the local labour market, the chance to hear from a local employer, and opportunities to explore their future.
 - [Shaped by Solent workshops](#). Support business mentors assigned to Special Educational Need (SEN) schools / units taking part in the Shaped by Solent programme to deliver effective and impactful mentoring sessions with students.
 - [Apprenticeship Bus workshops](#). Facilitate a series of inspiring, apprenticeship-focused workshops at schools across the city. This includes speed-networking experiences that places apprentices face-to-face with local secondary school students, providing them with an authentic first-hand insight into the world of an apprenticeship.
- This involves:
 - designing session plans,
 - booking and supporting inspiring speakers,
 - actively leading individual workshops with energy and dynamism,
 - managing student behaviour,
 - briefing event support staff (where needed) and
 - liaising with key points of contact.

Project manage and oversee the successful delivery of all our education projects

- Develop and oversee an Annual Project Plan to support the effective delivery of our three primary projects; Explore Your Future, Shaped by Solent and the Apprenticeship Bus

- Plan ahead communication to partners and volunteers that will support the delivery of each project
- Engage volunteer 'Programme Leads' in the delivery of each project
- Provide regular updates on progress against this Project Plan into the Operations Director and quarterly updates into the Non Executive Director for Education and Skills
- Utilise the Project Plan to monitor progress against output and outcome KPIs for each project
- Work with Operations Manager, CEO and Education Non-Executive Director to develop Shaping Portsmouth's education strategy - helping us to continually improve our offer to the city.

Take the lead on safeguarding and child protection across the organisation

- Lead the ongoing development of our safeguarding and child protection culture including
 - Supporting the development of the safeguarding policy
 - Undertake relevant safeguarding training and develop our internal safeguarding culture
 - Lead on the day-to-day implementation of the safeguarding policy, including managing disclosures and referrals as necessary

Be an Ambassador of Shaping Portsmouth

- Proudly represent Shaping Portsmouth and our mission at events, conferences and partner meetings.
- Work with partners, including Portsmouth City Council and education providers, to understand emerging skills gaps and employability issues across the city and how Shaping Portsmouth can impact these.
- Be a pro-active and positive member of the Shaping Portsmouth staff team; bringing new ideas to the table and supporting others where necessary.

Person Specification

Qualifications

Essential: GCSE Maths and English at grade 9-4 (A*-C) (or equivalent e.g. International Baccalaureate).

Essential: A-Levels at grade A*-C (or equivalent e.g. BTECs or T-Levels).

Desirable: A Bachelor's Degree in a relevant subject (or equivalent industry/sector experience).

Experience and Knowledge

Essential: Previous knowledge, experience and connections across the youth and education sectors across Portsmouth.

Essential: Previous work delivering workshops to young people (e.g. youth work, education, activity centre).

Essential: Excellent presentation and communication skills, this includes planning, designing, coordinating, and delivering inspiring, engaging, and interactive programmes.

Desirable: Previous experience of youth engagement and empowerment.

Desirable: Previous experience working in a social enterprise environment.

Abilities and Skills

Essential: High-level writing skills.

Essential: Ability to network and manage partner relationships.

Essential: Ability to prioritise and manage own workload; adapting where needed and meeting deadlines.

Essential: Ability to work as part of a team and independently.

Desirable: High level of skill when using online tools such as Microsoft Office365.

Desirable: Ability to maintain a professional online image on social media platforms, especially LinkedIn and Instagram. This includes promoting Shaping Portsmouth's work and opportunities for young people.

Other

Essential: Passion for working with young people!

Essential: Willingness to undertake staff training, including advanced safeguarding training, and development as required.

Essential: Willingness to travel across Portsmouth and occasionally further afield.

Why join us

We are a supportive and fun team.

We believe people work best when they feel supported, valued, and able to grow.

That's why we offer:

- A flexible, motivating, and inclusive workplace where everyone can contribute and succeed
- Comprehensive induction programme, buddy system, and support for your preferred working style
- Personal and professional development training on an individual basis to help you grow and develop.
- Pay grades that allow for salary progression within each band
- Our Employee Success initiative, replaces traditional appraisals with ongoing development, wellbeing and growth conversations
- A number of enhanced family-friendly policies above the statutory minimum
- Equivalent of 4 weeks holiday plus Christmas close down and standard bank holidays (pro-rata).
- Additional day of leave gifted on your birthday
- NEST Pension scheme
- Flexible and hybrid working arrangements supported by technology including work phone, laptop, desktop screens and height adjustable desks.
- Invitations to partner events across the city

Our commitment to equity, diversity and inclusion

We are proud to be an equal opportunities employer. We welcome applications from all suitably qualified candidates, regardless of age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

We are committed to making our recruitment process accessible to everyone.

Guaranteed Interview Scheme

We are committed to removing barriers to employment. If you meet the essential criteria for this role and identify as any of the following, you will be guaranteed an interview:

- A disabled candidate (as part of the Disability Confident scheme)
- A care leaver
- An individual with experience of foster care
- An armed forces veteran

If you would like to apply under one of these schemes, please indicate this clearly in your application.

How to Apply

To apply, please email your CV and covering letter to info@shapingportsmouth.co.uk. Please submit your application by end of Wednesday 19th November 2025.

For an informal conversation about this role, contact:

dave.humphries@shapingportsmouth.co.uk

Data Protection

We will process your personal data as part of the recruitment process in line with GDPR and our data protection policy.

Safeguarding

We are committed to safeguarding and promoting the welfare of children and vulnerable people and expect all staff and volunteers to share this commitment. All appointments are subject to pre-employment checks returning satisfactory results including an Enhanced DBS Check, a social media check and Right to Work checks. We carry out these checks as an organisation that undertakes 'regulated activity' as defined by the Safeguarding Vulnerable Groups (SVG) Act 2006. Please note that such checks will include both spent and unspent convictions. Any candidate with convictions relating to offences against children or other vulnerable people will be deemed as unsuitable to fulfil this role at Shaping Portsmouth and any job offer will be made on this basis.

The recruitment process is outlined in Shaping Portsmouth's Safer Recruitment Policy available at: <https://shapingportsmouth.co.uk/wp-content/uploads/2025/09/RecruitmentPolicySep25.pdf>