



Skills Builder
PARTNERSHIP



Strategy & Data Associate
Briefing Pack

Introduction from Tom Ravenscroft, Founder & CEO

Hello!

I am really excited to be seeking the newest additions to our outstanding team and want to thank you for your interest in the Skills Builder Partnership.

The Skills Builder Partnership has been growing now for a decade. Along the way, we've grown our work from a single classroom to a global approach linking up education, impact interventions and businesses, working with over 200,000 children, young people and adults in the last year alone.

Where it began

Teaching business studies to Year 10 pupils in Hackney more than a decade ago, I saw that there is something fundamental missing in education. I was worried that my students struggled to listen to one another and articulate their ideas. It didn't seem sustainable that I worried more about their coursework and deadlines than they did – or that the expectation was I would organise them. And what about creativity, or the ability to problem-solve?

This sense was what led me, eleven years ago, to work with a team of other teachers to set up the Skills Builder Partnership (previously called Enabling Enterprise). We knew that building students' knowledge and understanding of the world was essential. But we also felt that it was not enough.

Where we are going

We are scaling a movement, the Skills Builder Partnership, which mobilises schools, employers and impact organisations behind a common mission to build essential skills for all young people and adults. The Partnership is gaining ever-more momentum, with the backing of organisations like the CBI, CIPD, the Careers & Enterprise Company, the National Citizens Service and more than 100 other leading organisations.

To achieve system change, individuals must have the opportunity to build essential skills in a cohesive and meaningful way no matter whether they are in education, participating in a social impact intervention or in employment. That's why in addition to working with schools and colleges, social impact organisations and employers partner with us to embed a common approach and language. Impact organisations like Harlequins Foundation and the National Literacy Trust partner to embed the Universal Framework into their programmes, while businesses like Network Rail and KPMG are giving employees at all levels of seniority the opportunity to build essential skills with our support.

Who would thrive in this role

In this role, you will support the growth and impact of the partnership by answering our most important questions. You will be an inquisitive problem-solver, getting stuck in to master the detail, undertake robust analysis and build solutions.

This opportunity could suit a highly competent individual just starting out, or someone with a couple of years' experience, who wants to take ownership of their work and continue to stretch and learn in a supportive and fun environment.

Thanks again for your interest in joining the Skills Builder team.



Are you an ambitious problem solver, who wants to have a social impact by helping achieve systemic change?



There are eight skills that are essential for success in all areas of life. Research shows that they underpin academic progress, support wellbeing and lead to higher career and success. Unfortunately, those from less privileged backgrounds have fewer opportunities to build these skills. We exist to change the systems that allows this to happen.

Joining Skills Builder is not like working anywhere else. We combine the fun and dynamism of a start-up, the professional development opportunities of a corporate, the innovation of a digital native and the social impact focus of a charity. Thanks to our relentless focus on culture, our team consistently say they have never worked anywhere as collaborative, supportive or mission oriented.

We are serious about delivering social mobility through our vision that one day everyone builds the essential skills to succeed. That means we are ambitious and set high standards for ourselves. We are reflective, inclusive and supportive. In practice this means that everyone makes time for others in the team, we get stuck in to solve problems together, we make time to listen and reflect and the whole team is involved in developing our strategy.

We are working toward systemic change by rapidly scaling our approach. The Skills Builder Partnership already consists of over 700 organisations. Together, we delivered over 1.4 million opportunities for individuals to build essential skills in 2020 alone. Our strategy of collective impact means we already have the backing of key sectoral players like CIPD, BITC and the Careers & Enterprise Company.

As the Strategy & Data Associate, you will be answering some of our most important questions, like “what is the impact of our programmes” and “how can we improve the user journey through this product?”

The person in this role will develop our technical systems and analyse data from various sources. In practice this will involve developing tools in our Salesforce environment, working with SQL databases, conducting analysis in Excel and Python, and figuring out how all these things fit together. You may not yet have all of these skills; we are looking for exceptional capability and an eagerness to put new skills into practice.

We are looking for individuals who are excited by the prospect of solving problems and developing solutions. The role will be an exciting platform to build a career as part of a team with a strong coaching and support ethos, developing new technical, professional and essential skills. You will benefit from training and the opportunity to gain qualifications should you want to.

We have big ambitions and your scope to grow, learn and achieve matches that. If you want to benefit from working with an inspiring team, with huge potential for learning, growth and development, we want to hear from you.

What it's like working for Skills Builder – quotes from our Team Survey:

I'm proud to work for Skills Builder, the impact we have and am privileged to be able to work with such brilliant colleagues.

It's always an absolute delight for me to work with just about any member of the team.

My line manager has been brilliant in making sure that our one-to-one sessions are mainly about me and my professional development. This has made me feel even more valued than I already feel as part of the company as a whole.

I'm excited about the new 3-year strategy and the opportunities this will bring to the organisation and to personal development.

I've said it before, I'll say it again: the support I've been getting in line management is simply amazing!

The progress by the team, despite the ongoing uncertainty in the wider world, has continued to be remarkable. Everyone is such a pleasure to work with and so committed to doing their best. I've continued to really enjoy the variety and challenge of lots of different workstreams. This term I've really benefited from the support of others in the team and those who have supported my development and progression. I really feel like my hard work has been recognised and rewarded.



Key responsibilities

1) Data

- Working with our various sources of data to answer questions and provide insight for the team.
- Producing statistical analyses and data visualisations in order to investigate strategic and operational hypotheses.
- Working with the operations team on research projects to understand and showcase our impact.

(2) Systems

- Improving and developing automated processes by which data is retrieved, analysed, and made visible to the team and the users of our products.
- Supporting the maintenance and improvement of our core systems and automations, enabling teams across the organisation to work more effectively.

(3) Solutions

- Identifying and solving problems across the team.
- Anticipating future challenges and developing proactive solutions to mitigate them.
- Responding to technical questions and resolving technical problems experienced by our team.

(4) Product

- Analysis of user journeys and usage data from our digital products.
- Participating in existing and new product development.
- Improving the monitoring, management, and integration of our digital products.

Technical Skills and Experience

- You have real experience solving problems with data or developing systems or products.

Essential Skills



Building solutions and answering nuanced questions will require exceptional problem solving. You will analyse complex problems by using logical reasoning, creating and testing hypotheses and implementing strategic plans.



Seeing past the data and products to real-world impact will require creativity. You will develop ideas by asking yourself questions and considering different perspectives. You will innovate effectively when working in a group and by seeking out varied experiences and stimuli.



Understanding what our partners and team are trying to achieve is vital for this role. You will listen critically and use questioning to evaluate different perspectives.



This role requires the management of a full and varied workload, and you need to be someone who gets stuff done – on time, and to exacting standards. You will set goals, ordering and prioritising tasks as well as securing the right resources and involving others in the best way to achieve them. You will create plans that include clear targets to make progress tangible.



Working through complexity will invariably require positivity when faced with setbacks. You will look for opportunities in difficult situations, creating new plans to use these opportunities.



This role requires collaboration to achieve our strategic objectives. You will contribute to group decision making, whilst recognising the value of others' ideas.

Benefits

Salary: £28,000 - £34,000 subject to review in 12 months

Start Date: Flexible (ideally March 2022)

Working hours: Flexible but ideally 40 hours per week

Holidays: 25 days per year, plus bank holidays and potential to buy up to 5 days extra

Contract length: Permanent

Location: London or remote (UK)

Application Process

Applications should be made via our [online form](#) - on completion of the online application please also send your CV by email to jobs@skillsbuilder.org. This round of applications ends at **9am** on **7th February 2022** with interviews taking place on weeks commencing **14th & 21st February**.

Applicants are encouraged to explore our work at www.skillsbuilder.org before applying.



Skills Builder Partnership is a Top 100 Employer. We champion equal opportunities, and actively encourage applications from all qualified individuals.

Our recruitment process is designed to give you a sense of what this role as part of the Skills Builder team would be like. Our process is transparent and inclusive, following best practice. For example, we blind-score applications and use the [Skills Builder Universal Framework](#) when assessing candidates' essential skills.