



Job pack

Programme and Partnerships Manager - Renfrewshire and West Dunbartonshire

Salary: £36,000-£39,870 pro-rata DOE

Contract: Part-time, 17.5 hours per week, permanent

Location: Regionally based, home working role, in or close to Renfrewshire, West Dunbartonshire and Glasgow.

Welcome

A message from our Co-CEOs

Welcome, and thank you for considering a role with Career Ready.

You're exploring this opportunity at a particularly exciting time for us. We're continuing to strengthen our approach to supporting young people who face barriers to social mobility, helping them build the skills, confidence, and networks they need to thrive.

Your contribution will play a vital part in deepening our impact.

At Career Ready, you'll find a values-driven culture where colleagues feel empowered and know their work makes a lasting difference for young people.

Our programme also brings significant benefits to employers and their people – offering opportunities to develop skills, strengthen organisational culture, and contribute to something that transforms lives.

This partnership approach creates more confident young people, more connected communities, and more socially aware workplaces.

If you're passionate about our mission and have the experience and skills we need, we'd love to hear from you.

You'll find everything you need in this pack.

A few words from the Chair of our Youth Advisory Board

My journey with Career Ready began over a decade ago – in 2014, as a mentee. I'm passionate about social mobility and giving back, so after I graduated, I became a mentor myself.

As Chair of the Youth Advisory Board, I work with Career Ready colleagues to amplify young voices, drive positive change, and ensure that the charity continues to empower young people.

Career Ready gives young people the support and platform they need to reach their future goals.



Sian Robertson
Co-Chief Executive Officer



Anne Wexelstein
Co-Chief Executive Officer



Ansab Ahsan
Chair of the Youth
Advisory Board

An introduction to the team

Thank you for your interest in our Programme and Partnerships Manager role for Renfrewshire and West Dunbartonshire.

I'm delighted you're exploring this opportunity – it's an exciting moment to join our team, and this role will play a key part in shaping the next stage of our growth and impact in the area.

At Career Ready, strong partnerships are at the heart of everything we do. Our work depends on committed employers and mentors, engaged schools, and supportive Local Authorities – and this role sits right at the centre of bringing those relationships to life.

It's about creating the connections, opportunities, and momentum that enable young people to thrive.

We're looking for someone who genuinely enjoys building relationships, spotting opportunities, and turning them into purposeful, high-value partnerships that deliver meaningful support for young people and employer supporters.

You'll work closely with me and with Leanna Sinclair, our Partnerships Lead for Scotland, and you'll be joining a high-performing, passionate Scotland team. Our Programme & Partnerships Managers combine local knowledge with national collaboration, supported by brilliant colleagues across operations.

We're a supportive, forward-looking team that values partnership, innovation, and high-quality experiences for every stakeholder.

We're united by a commitment to equity of opportunity and by a shared belief in the potential of every young person – and we'd be excited to welcome someone who shares that purpose and energy.

Thank you again for considering Career Ready.



Janine McFarland
Head of Programme and
Operations Scotland

We are Career Ready

Who we are

We are a social mobility charity at the heart of a network of employers, volunteers, and schools. We work together to invest in young people, boosting their social mobility and unlocking their futures.

Why we exist

We believe that every young person should have the opportunity to achieve their potential in life. However, the futures of far too many young people are determined by their background, not talent. We exist to help change that.

What we do

For more than 15 years, we've worked across Scotland to transform outcomes for young people by connecting them to the opportunities, support, and networks they need and deserve to thrive.

Our high-impact 18-month programme is the only one in Scotland that offers young people in S5 and into S6 a dedicated mentor and a four-week paid internship with the same employer, alongside skills masterclasses, insight sessions and events that build confidence and ambition. We let young people see what is possible.

Our work is enabled through strong partnerships with employers and their people, schools, and local authorities. These relationships ensure young people benefit from a dedicated mentor and meaningful workplace experience, while employers develop their people and strengthen their links to local communities.

Our programme aligns with the aims of the Scottish Government, and we work closely with Developing the Young Workforce to contribute to wider ambitions for skills development and social mobility.

See the impact we make

Read our [2025 Scotland Impact Report](#) and watch this [video from the BlackRock Foundation](#) to learn about our impact.



Our programme

Programme launch

Students attend launch event in S5 and meet their mentor for the first time



Mentoring

Monthly (60-90 minute) mentor meetings at the mentor's workplace



Internship

A four-week paid internship in June-July. Research shows that four weeks has a life-changing impact



Masterclasses

Skills sessions delivered by volunteers at key points in the programme



Insights topics

Resources for young people and their mentor to work through together



Enabled
by our
employer
partners

Alumni Network

Sustained support for young people when they complete the programme



Our values

Our values represent the core beliefs we hold as an organisation. They show how we work, and what we stand for at Career Ready.



Trust

We believe in our own, and others', ability to do our jobs well.



Empowerment

We feel confident and supported enough at work to take ownership of our role within the organisation.



Bravery

We face challenges with openness, honesty and positivity.



Collaboration

We work with colleagues across the organisation to achieve our goals.



Inclusion

We create an environment where everyone feels seen, valued and championed.



About the role

Role purpose

This role is central to the success of the Career Ready programme in **Renfrewshire & West Dunbartonshire**, ensuring young people benefit from high-quality mentoring, a paid internship and skills development.

You will lead the identification, development, and management of a wide range of relationships across employers, their volunteers, schools, and the local authorities. You will also work closely with our Programme & Partnerships Manager for Glasgow, in support of our work growing there.

This is a great opportunity for someone with experience in partnership management, account management, or stakeholder engagement. Our work is ambitious, so you'll need to be organised, confident, resilient, and able to influence people at all levels — from Head Teachers and teachers to CEOs and HR Directors. You'll spot and research employer opportunities, build relationships with purpose, and pursue new programme and funding partnerships with energy and persistence. The role also offers strong opportunities for personal and professional development.

Programme & Partnership Managers lead the delivery of our programme locally. In this role, you'll grow, develop, and maintain the employer and education partnerships that make the Career Ready programme work — including our Local Advisory Boards, Local Authorities, school coordinators, the Developing the Young Workforce Regional Group, and the employers and volunteers who provide mentoring with the accompanying paid internship, deliver engaging masterclasses, and support events.

Once you're confident in what, why, when, and how of our work, you will:

1. Lead, grow, and strengthen the Career Ready partnerships in Renfrewshire & West Dunbartonshire.

You'll ensure an excellent programme experience for all stakeholders and secure employer engagement for approximately **60+ students each year** (with growth expected) who take part in our 18-month programme. This includes ensuring sufficient mentors with the accompanying paid internship, high-quality masterclasses and purposeful events.

2. Support programme delivery, stakeholder engagement and the generation of new programme and funding partnerships across Renfrewshire & West Dunbartonshire.

You'll work closely with the Career Ready Glasgow & West Areas Local Advisory Board, the Programme & Partnerships Manager for Glasgow, the Head of Programme & Operations, the Scotland Partnerships Manager, Partnerships Lead, and your fellow Programme & Partnerships Managers — all committed to delivering quality, impact, and sustainability. You'll also collaborate with the Scotland Operations Team to

ensure accurate data, strong processes, and effective management information for the area.

Main responsibilities and accountabilities

Programme Management Excellence

Deliver a high-quality programme experience in partnership with key stakeholders including the Local Advisory Board, Local Authorities (West Dunbartonshire & Renfrewshire), schools, employer supporters and their volunteers, and the DYW Regional Groups (DYW West and DYW Glasgow).

This includes:

- Planning and delivering the programme in line with our annual timetable, ensuring Local Authority and school coordinators, as well as employer supporters, are fully informed and engaged.
- Training, supporting, and communicating with mentors in partnership with school coordinators.
- Supporting school coordinators to ensure students are fully prepared for all programme activities.
- Implementing organisation-wide programme enhancements that contribute to Career Ready's long-term sustainability in Scotland.

Partnership Relationships, Stakeholder Engagement & Business Development

- Manage day-to-day relationships with Local Authority Coordinators and schools delivering the Career Ready programme.
- Provide high-quality account management for employer supporters to ensure they have an excellent experience.
- Engage new corporate, third-sector, and public-sector organisations, securing programme support, charitable donations and in-kind contributions.
- Promote Career Ready to potential employer supporters and secure their commitment.
- Maintain strong relationships through regular 'keep in touch' activity.
- Develop and deliver the employer engagement strategy for the area, securing enough mentors and paid internships (one for each young person with their mentor's organisation), as well as employer volunteers for masterclass delivery / events.

Working in partnership with Local Authorities

- Support Local Authority Coordinators in managing schools, delivering events, and leading school coordinator meetings.
- Play a lead role in the Local Advisory Board, chaired by Simone Lockhart (Director of Public Sector, Venesky Brown).

- Support Local Authorities and schools to ensure an excellent experience for students, mentors, internship supervisors, and all employer volunteers.

Profile Raising and Income Generation

- Raise Career Ready's profile locally, promoting success across local media, business networks, and education communities.
- Undertake public speaking to represent and promote Career Ready in the area.
- Secure charitable donations and pro bono support from programme partners.

Events

- Lead the Local Advisory Board, Local Authorities, and schools in planning and delivering events that promote Career Ready to employers, young people, parents/carers, and local communities.
- Deliver key programme events including the student and mentor launch, mentor briefings, and internship planning sessions.

Experience

You will bring a strong track record — and a willingness to continue developing — in the following areas:

- **Initiating, engaging, and sustaining relationships** with corporate, public-sector, and third-sector partners
- **Business development, relationship management, and project management**, ideally in a multi-stakeholder environment
- **Commercial awareness**, with the ability to identify and shape partnership opportunities which include programme support and charitable income donations
- **Understanding of the education landscape**, particularly schools, local authorities, or youth employability

Person Specification

This role requires a broad mix of skills, experience, and personal qualities. You'll understand the contexts we work in and be motivated by our mission to improve social mobility for young people. You will have the ability to build, grow, and maintain valued partnerships, inspire others through your passion and professionalism, and manage multiple priorities with confidence and clarity.

Key qualities and skills

Driven, inspiring, and warm, with a clear track record of what you achieve and how you build relationships

Confident and attentive communicator, able to engage and influence diverse audiences — from young people and school leaders to CEOs and HR Directors

Able to see the bigger picture, and use that insight to shape local practice in line with Career Ready's mission, values, and way of working

Calm, engaging, and organised, able to manage multiple tasks and deliver the high-quality experience expected of the Career Ready programme

Self-motivated and accountable, confident in driving outcomes - including securing charitable donations - while also seeking input from colleagues and stakeholders

Excellent organisational skills, with the ability to prioritise effectively and keep stakeholders informed and engaged

Collaborative team member, contributing actively to a geographically dispersed, multi-stakeholder team

Strong IT literacy, confident with CRM system (SalesForce) and Office 365 (Teams, Word, Excel, PowerPoint) and comfortable using social media professionally

Additional information

Salary

£36,000–£39,870 DOE (pro-rata)

Contract of Employment and Hours of Work

This is a part-time role of 17.5 hours per week (2.5 days, over at least 3 days, with working days to be mutually agreed). Our work is varied and mission-driven, and colleagues often go the extra mile to deliver the best experience for young people and our partners.

Location

This role is home-based, with a suitable workspace, with applicants ideally living in or close to Renfrewshire or West Dunbartonshire. Travel across the area is required, so a reliable car is essential, though we encourage public transport wherever possible. You'll also meet periodically with the Scotland team in the central belt. You'll collaborate in person with our Programme & Partnerships Manager for Glasgow as needed.

Other

The role involves some flexibility in working hours. During busy periods we all pitch in, and we balance this with a flexible approach to working hours. This post requires membership of the Protection of Vulnerable Groups (PVG) Scheme.

Timetable

Closing date: 5pm, Monday 16 March 2026

Shortlisted candidates will be invited to an initial screening conversation prior to interview

Interviews: Week commencing 30 March 2026

How to apply

If you are genuinely interested in this role, have the skills and experience outlined above, and able to commit to being with us for at least two years, please apply by emailing your CV and a covering letter.

Your letter should clearly demonstrate, using examples, how your experience meets the requirements of the role, what attracts you to Career Ready, and how you heard about the vacancy. Please also include details of your current salary and where you live.

Email: scotland.careers@careerready.org.uk

For further information and if you would like to discuss the role in more detail, please contact Janine McFarland on **07717281930** or janine.mcfarland@careerready.org.uk

Please visit our website for more information: www.careerready.org.uk/scotland

Working at Career Ready

Our benefits

Nurturing and rewarding talent is important to us. We offer the following benefits to all team members:

- 6% pension contribution to personal pension plan, subject to 3% employee contribution
- Annual leave: 27 days per annum plus bank/public holidays. The charity is also closed between Christmas and New Year. Career Ready allows flexible use of some Bank and Public Holidays
- Cycle to Work Scheme
- Access to our Reward Gateway Portal and an Employee Assistance Programme
- Flexible working
- Work from home allowance and paid travel expenses

How we work

Our colleagues are based remotely, across the UK – but we're well connected across our teams, and across the organisation.

In Scotland, we meet as a team every fortnight and work together in person whenever the work requires it. Across Career Ready, we also bring everyone together for our monthly all-colleague Teams calls and an annual in-person event. Our teams and project groups also have additional opportunities to meet and collaborate throughout the year.

Wellbeing is incredibly important at Career Ready. As well as providing an Employee Assistance Programme to support all colleagues, we have a group of wellbeing champions and host regular events and activities.



Our impact in Scotland

Our year in numbers:

 **1,696**

in S5/S6 or onward destination on our programme, with a mentor and paid internship at the same organisation



162
schools in 19 local authorities across Scotland



393
organisations supporting young people on the programme



£1.2 million
employer investment in young people's skills through paid internship salaries

Read our [2025 Scotland Impact Report](#) and our [2025 Impact Report](#) to learn more.



99% of 2024 alumni are in a positive destination of higher or further education, work or an apprenticeship 12 months after the programme



90% of 2025 alumni say they now have a good network of people who can help them find a job



97%* of alumni who completed the programme between 2018-2024 are in sustained positive destinations, as of November 2025



89% 2025 alumni rated their work and career readiness skills a strength by the end of the programme, up from 62% at the start



88% of 2025 programme alumni feel more confident than they did before they started the programme



86% of employers would hire their Career Ready student if they had the opportunity



96% of summer 2025 interns feel better able to make informed career decisions as a result of their internship



£1.2m employer investment in young people's skills through paid internships, summer 2025

*Excludes 2% not available for employment or education

What people say...



"Career Ready opened doors we never knew existed. Ten years ago, we were two teenagers from Glasgow. Today, one of us is shaping financial futures at Hymans Robertson, the other is training to be a doctor and enhancing patient care as a registered pharmacist.

Career Ready and its support changed what we believed was possible. It hasn't always been easy - truly knowing your worth takes time. Career Ready has stood by us for over a decade.

Now, we give back by showing others that where you start doesn't define you. With the right support and opportunities, anything is possible."

Ryan and Connor Thorne, 2015 alumni from Glasgow



"Career Ready empowers under-served young people to unlock their potential and thrive. It doesn't just change lives - their work strengthens businesses, society and the economy by unlocking future skills and talent.

It's a remarkable win-win for young people and employers alike."

John Stewart, HR Director at SSE plc, Career Ready Trustee and Chair of the Scotland Board



"Career Ready makes a significant contribution to the young people it is set up to support, helping them confidently navigate their transition from education to a choiceful positive destination.

The transformation in their skills and self-belief reflects the strength of the programme and the support from schools, employers, their mentor volunteers, the paid internship, and the Career Ready team.

It's one of the most impactful programmes I know."

Amanda Hatton, Executive Director, Education and Children's Services, City of Edinburgh Council



We look forward to hearing from you.

For more information, please visit
careerready.org.uk/scotland

Career Ready is a Registered Charity in England and Wales 1092891 and in Scotland SC043678

