

# The Life Skills Company

## Job Description

<b>Title of Post:</b>	TRAINEE Deputy Director
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<b>Responsible To:</b>	Founders & Directors – Meg & Steve Coppin
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### Overview of The Life Skills Company:

The Life Skills Company™ is passionate about making a difference in the lives of young people. We collaborate with school leaders to help enhance learning and social & emotional intelligence. We deliver high-quality in-school and large group (regularly 100+) conferences and workshops for tens of thousands of young people each year, and sometimes parents and staff. We personalise and tailor our training to the specific needs of a school (what, where, who and when). We pride ourselves that attendees learn actively and take away practical techniques for immediate use. We are well known in the marketplace (for over 22 years) for providing high quality work, excellent value for money and constantly striving for excellence through feedback and continuous improvement. We think of ourselves as a family and aim to support and develop the whole team to be their best. We also are proud to provide pro bono work for primary schools during December and January.

### Main responsibilities of the role:

We are looking to employ a graduate to be part of a small and successful professional team. With our support, they will launch and operate The Life Skills Company in parts of north London and nearby counties including Essex, Hertfordshire, Luton, Bedfordshire, Buckinghamshire & Oxfordshire. The successful candidate will:

1. Present large group (regularly 100+) workshops in schools on their own and sometimes collaboratively.
2. Grow their geography of The Life Skills Company into a successful and flourishing business by marketing training to new and existing schools.
3. Develop and maintain excellent relationships with schools and secure repeat custom.

### Location:

Mainly working from home and at schools (requiring early morning starts) in parts of north London and nearby counties including Essex, Hertfordshire, Luton, Bedfordshire, Buckinghamshire & Oxfordshire, and elsewhere as required.

### Salary & Benefits:

The initial salary is £28,000 per annum. Other rewards include a high degree of flexible working, allowable business expenses and 50 days holiday per annum (including the 8 bank holidays) taken during the major school holidays. Please note that there will be a six-month probationary training period which must be completed successfully. The successful candidate can anticipate a rewarding career making a difference in the lives of young people, with good training and support. In time there is the opportunity to run your own geographical area as a Deputy Director.

[www.thelifeskillscompany.com](http://www.thelifeskillscompany.com)

The Life Skills Company (Lingfield) Ltd, Registered in England & Wales, Registration No. 05836237  
Registered Office: 16 Swans Ghyll, Forest Row, East Sussex, RH18 5PA

## Other Responsibilities

- To use the PowerPoint presentations, facilitator's notes and feedback forms as provided by The Life Skills Company for the delivery of all training.
- To continue to enhance delivery, being open to feedback and teachable in implementing suggestions.
- To review general progress and provide regular written and verbal reports as required by the Directors.
- To set and achieve goals as agreed with the Directors.
- To be responsive to customer needs and ensure a maximum 24-hour response to all customer enquiries, to include sending a summary of the attendees' feedback and sending a summary of any customer meeting with agreed actions.
- To maintain and develop the image and reputation of The Life Skills Company.
- To protect the intellectual property of The Life Skills Company.
- To conduct business in a proper and responsible manner to protect the name and good will of The Life Skills Company.
- To maintain a flexible and proactive approach to new tasks/initiatives.
- To participate in training and development as required by the Directors.
- To be responsive to emails and telephone calls from the Directors and participate in meetings as and where required by the Directors.
- To submit monthly allowable business expenses with receipts to the Directors.
- To comply with the standard employee Health and Safety at Work, Equal Opportunities and Confidentiality responsibilities as they relate to The Life Skills Company.
- To allow The Life Skills Company to perform regular enhanced criminal record checks with the Disclosure and Barring Service.
- To use the email id as provided by The Life Skills Company for all company business.
- To take holiday during school holidays.
- To use company assets solely for the purpose of business.
- To maintain a database of customer contacts/details.
- To deal with any customer complaints promptly and efficiently. Where such complaints cannot be resolved quickly the Directors should be informed immediately.
- To carry out other duties as may be directed from time to time by the Directors.

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# **The Life Skills Company**

## **Person Specification**

**Training and support will be provided; desirable applicants will be able to demonstrate they are:**

- A confident driver with own car and full driving licence.
- Living within 15/20 mins of the north section of the M25 to allow early starts driving to schools (e.g. 3 x per week) in north London, Essex, Hertfordshire, Luton, Bedfordshire, Buckinghamshire & Oxfordshire and elsewhere as required.
- Passionate about making a difference in the lives of young people through training.
- Experienced in working with young people and in the workplace in general.
- Competent with Microsoft Office 365 and LinkedIn, have their own mobile, laptop, printer and internet access.
- Wanting to work flexible hours and happy to have busy weeks at schools as well as quieter weeks at home.
- An independent worker who doesn't need to be with people every day, but at the same time is a good team player – likeable, positive, uplifting and enthusiastic.
- Looking to build a long-term career with The Life Skills Company.
- Already resident and permitted to work in the UK.
- Confident in presenting and communicating with people (with an excellent command of the English language).
- Teachable and seek support when required.
- Excellent at building and maintaining strong respectful working relationships with staff at all levels, students and parents.
- Degree level (or equivalent).

### **Disclosure and Barring Service:**

Please note it is a requirement of this post that the successful applicant apply for an enhanced criminal record check from the Disclosure and Barring Service. A criminal record will not necessarily preclude you from being considered for this post, but you are required to disclose all convictions, cautions, reprimands or final warnings, including those that have become spent.

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