

Account Manager – Oxfordshire

Summary

- Work for a fast-growing, award-winning UK education start-up with global reach
- £30,000 per annum
- 28 days' holiday plus bank holidays
- Travel expenses to and from school meetings covered
- Based in Oxfordshire
- Deadline: 11am on 9th July
- Final interviews to be held on 16th July

Our mission

We are on a mission to transform Careers Guidance in the UK and abroad. We believe that destinations - where students end up after school - are even more important than their academic performance. Our platform is the one-stop-shop for students to explore their interests, then find and apply for their best next step after school. We make it easy for students to compare tens of thousands of opportunities, everything from degree apprenticeships in the UK to university in Canada. We also support teachers to manage the progression process effectively.

In just six years we have become the market leader, working with over 1,500 secondary schools across the world and lauded by students, teachers, politicians and business leaders. We have a committed and dynamic team of 30, a growing set of products, a very strong reputation in our market, and a rapidly increasing customer base. We now need an excellent Account Manager to maximise the effectiveness of our team and help us build on our success as we continue to grow.

The role and who we are looking for

We are looking for an efficient and organised person to join us as an Account Manager to help manage our growing number of partners. We anticipate that the successful person will be adaptable, creative, and will grow with the company.

Key skills and traits:

- Extremely well organised
- Ability to think on your feet and be adaptable
- Excellent attention to detail
- Interest in the education sector and careers
- Confident speaker
- Full UK driving license with car an advantage

Key benefits:

- Subject to your own performance against your resubscription target and the company's performance, in addition to your salary you will earn an annual bonus
- Become part of a committed, dynamic and growing team. We try to build our team for the long term – if you do well, we will do our best to ensure you want to stay at the company for a long time
- Influence the company's direction: we love to promote great ideas, wherever they come from
- People-focused, working particularly with young people
- Join one of the most talked about education technology startups and help transform careers and destinations in schools

Responsibilities

As an Account Manager your role is to make sure that all partners in your area are using the Unifrog platform to its full capacity. You will build and maintain excellent working relationships with your partner schools and provide expert guidance on how to embed the platform across the whole school. Described below are some of your main responsibilities:

- Work with schools to provide resources and strategies which maximise staff and student engagement with Unifrog; identify and promote best practice across partner schools
- Deliver targeted, engaging sessions within schools; these could be workshops or presentations
- Monitor and analyse usage across partner schools; identify schools that need additional support to use the platform effectively
- Work with the relevant Area Manager to improve Unifrog engagement
- Listen to teachers and students about how we can improve our customer service and the Unifrog platform
- Attend conferences and CPD events on behalf of Unifrog
- Additional projects to better embed Unifrog into schools across the country

Details

- Normal working hours are 9am to 6pm, Monday to Friday – some days you may need to start earlier but you can finish earlier as a result
- 28 days paid holiday per year; the vast majority of these need to be taken during school holidays (plus bank holidays)
- Deadline: 11am on 9th July
- Final interviews to be held on 16th July
- Start date: 19th August
- If you would like to discuss the role in more detail in advance of applying then please call Daniel on 020 3372 5991

Inclusion and diversity at Unifrog

Within the company we try to foster a culture of innovation, and a happy working environment, both because this is the right thing to do, and because we think this results in the most effective team. To this end we believe in open communication, celebrating successes, supporting each other, not being afraid to be wrong or to fail, and promoting good ideas wherever they come from. We also believe in the power of diversity in all its forms, including in terms of culture, education history, religion, age, socio-economic background, race, gender, sexual orientation, personality, life experiences and disability. We want to encourage applicants from every different background to apply for our roles, and add their perspectives to our team.

How to apply

- First round interviews will be held throughout the application window so we encourage you to apply early
- Please send a covering letter and CV to Mary at mary@unifrog.org by 11am on 9th July
- Your covering letter should indicate why you want to work for Unifrog and highlight the skills that make you a great candidate for this role
- We can only consider applications from candidates who already have the right to work in the EU