

Future Thought Leaders is a highly competitive residential leadership programme for exceptional 16-18 year-olds seeking to address the most pressing global challenges their generation will have to face over the next fifty years.

This is a unique and exciting programme, with huge potential for national and international growth over the next three to five years. The programme accepted 22 exceptional young people in its first year (from 39 applications), and 28 in its second year (from 97 applications). We also run an annual essay competition, which last year attracted 419 intellectually ambitious young people from independent schools from the UK and abroad.

Now that the programme has been established over two successful cohorts, we are looking for an experienced Head of Admissions (Freelance) to build our admissions process, aiming for 28 exceptional young people for FTL 2027 from the UK and around the world. The admissions structure we put in place this year will lay the bedrock for a significant expansion in 2027-28.

As Head of Admissions, you would have the opportunity to handpick a unique cohort of talented future changemakers, and help produce a generation of leaders who are kinder, wiser, and more foresighted than those of the past.

Key responsibilities

- Manage the relationship between prospective applicants and their parents from the moment they register on the website to the moment they pay their deposit and transfer their balance payment.
- Devise, create, and implement processes (including automated processes, where appropriate) to make the admissions process more efficient and effective.
- Create and mail out parent-facing documents which sell the aims and benefits of FTL as a premium programme.
- Manage the separate bursary competition, including carrying out due diligence on claims of financial need and transferring applications over to the bursary pool as appropriate.
- Pre-screen applicants based on their application forms, offering an initial assessment of who may be appropriate for interview.
- Take up references for shortlisted applicants.
- Invite shortlisted applicants to interview and schedule online interviews with the Director on Google Meets.
- Keep applicants and their parents informed of their application status, including notifying waitlisted and rejected applicants.
- Send bespoke acceptance letters and parent emails to offer holders and their parents based on existing templates.

- Attend at least part of FTL 2027 (26-31 July) to gain a first-hand understanding of the programme's unique culture, aims, and goals.

Key Objectives

- To drive conversions from the essay competition to application stage
- To drive conversions from the offer stage to acceptance, particularly among fully self-funding applicants
- To build sustainable admissions processes and high-quality sales documents in line with Future Thought Leaders' positioning as a premium, academically selective programme.
- To promote and maintain Future Thought Leaders' reputation for academic rigour, integrity, and inclusivity.

Person Specification

<i>Essential</i>	<i>Desirable</i>
- Understanding of the intellectual and social aims of Future Thought Leaders, including its commitment to practical impact and inclusivity - Ability to use data (including last year's admissions data) to develop and refine admissions strategy - Demonstrable ability to sell educational products - Understanding of the key concerns and priorities of independent school parents, both nationally and internationally - Knowledge of, or willingness to use, digital tools such as Acrobat, Canva, Mailchimp, IFFT, Zapier to automate and professionalise processes and documents	- Significant experience in the Admissions department of an academically selective school - A track record of improving admissions and conversions in a fee-paying educational setting - A wide professional network of independent schools, teachers, and parents - An academic interest in a subject or field relevant to the Future Thought Leaders programme - The desire and ability to work collaboratively with the Director to build Future Thought Leaders as an internationally respected educational brand

Compensation

Total compensation is £8,500.00, made up of ten monthly retainer payments (according to start date) and two performance-based payments. Assuming a successful admissions round, these payments would be as follows:-

- Ten monthly retainer payments of £250.00
- A £3,000.00 payment on receipt of the twentieth offer acceptance and fee payment
- A further £3,000.00 payment on receipt of the twenty-eighth offer acceptance and fee payment

Future Thought Leaders does not currently receive any external funding, so our budget depends entirely on the success of our admissions process. Given that admissions is the key driver of budget ceilings, payment in future years is likely to be higher as the number of places expands.

To apply

Please send a CV and covering letter to Dr Peter Dennis at director@futurethoughtleaders.co.uk.

Deadline: 15 September