



# Network Pay Rates – 2017/2018

## Introduction

Below are Future Foundations' standard rates of pay for all current Network positions. Future Foundations shall advise which positions are available on all programmes, and clarify the exact amount due for each role. Network members should familiarise themselves with the standard rates of pay per role, and the multipliers/additional payments that may be applied. Network members should also note that transport to programme venues is usually provided free of charge from Future Foundations' offices in Clapham Junction, London - other travel arrangements are made on a per case basis.

## Payment Example

For a Coach role on 2 day, 1 night residential programme, requiring travel to the venue the night before:

£40	Overnight stay required before programme (see "Multipliers and Additional Payments" section)
+£169	£130 day rate (see "Day Rate" section) x 1.3 for residential programme (see "Multipliers and Additional Payments" section)
+£130	£130 day rate
<b>=£339</b>	<b>TOTAL PAY</b>

## Multipliers and Additional Payments for Programmes

In order to apply the day rates specified below across all of Future Foundations diverse programme types, the following multipliers and discrete payments should be applied/added:

CONDITION	MULTIPLIER/FEE APPLICABLE	COMMENT
<b>Sole delivery of a programme</b>	1.5 x day rate	To reflect the increased level of responsibility for delivery quality, and for sole working.
<b>Residential programme</b>	1.3 x day rate per programme night	To reflect the longer working hours required when on a residential programme.
<b>Overnight stay required before programme</b>	£40 flat fee	To compensate for time taken. <b>Note: shared single sex accommodation will be provided.</b>
<b>Overnight subsistence</b>	Up to £10 per dinner, £5 per breakfast/lunch as required	To contribute towards meals required whilst traveling to/from and working on a programme. <b>(Expense receipts will be required to be submitted, with VAT receipts included).</b>
<b>Drivers</b>	£20 for up to 100 miles covered, £40 for over 100 miles covered	To compensate for additional contribution to programme logistics by driving a hired car and the team to/from a venue.
<b>Standby cover for a programme, but not booked</b>	£40 flat fee	To compensate for other potential work not taken.

## Packaged Programme Work

For some programmes where delivery is spread across a “significant” period (e.g. a week to a year, rather than a few days), we typically will offer the role at a fixed rate for the programme as a whole, as opposed to a day rate. Typically, we will then make payments in instalments to Network members when various key delivery milestones have been reached.



## Day Rates

ROLE TITLE	ROLE DESCRIPTION	ROLE LOCATION	PAY RATE
<b>Course Director</b>	<ul style="list-style-type: none"> <li>Responsible for and leading the delivery of the training programme as a whole on site</li> <li>Usually lead all plenary sessions</li> <li>Holds the event and embodies the programme, including role modelling the qualities and behaviours taught on FF programmes (e.g. responsibility, openness, service)</li> <li>Works in partnership with an Operations Director/Team (when applicable) to ensure the success and smooth delivery of the programme</li> <li>Operations lead in absence of an Operations Director</li> <li>Staff welfare management including check-ins and leading team briefings</li> <li>Client liaison on site including future sales conversations where applicable</li> <li>Smaller group facilitation where required</li> <li>Making key decisions about changes to programme plans that affect the participants/clients</li> <li>Supports other aspects of the programme delivery, including facilitating social activities and team games</li> </ul>	<p>On Programme</p> <p>Some office/home preparation required</p>	<p><b>£180 per day</b></p> <p>Rate includes any required preparation work: this is not chargeable unless explicitly stated. This will include a pre-delivery briefing meeting with Project Manager</p>
<b>Operations Director</b>	<ul style="list-style-type: none"> <li>Responsible for and leading the operations of the training programme as a whole on site</li> <li>Works in partnership with an Course Director to ensure the success and smooth delivery of the programme</li> <li>Client liaison where applicable including supporting sales conversations</li> <li>Making key decisions about changes to programme plans that affect operational aspects</li> <li>Supports other aspects of the programme delivery, including facilitating social activities and team games</li> </ul>	<p>On Programme</p> <p>Some office/home preparation required</p>	<p><b>£150 per day</b></p> <p>Rate includes any required preparation work: this is not chargeable unless explicitly stated. This will include a pre-delivery briefing meeting with Project Manager</p>



<b>Coach (Facilitator)</b>	<ul style="list-style-type: none"> <li>• Facilitates small group coaching sessions and team activities</li> <li>• Holds one-to-one coaching sessions with students where applicable</li> <li>• Act as the primary go-to person for programme participants to move through the programme with</li> <li>• Support the Course Director/Lead Coach to ensure the programme meets its desired objectives through session delivery</li> <li>• Supports other aspects of the programme delivery, including facilitating social activities and team games</li> <li>• Includes a pre-delivery team briefing phone call with the Project Manager</li> </ul>	<p>On Programme</p> <p>Some office/home preparation may be required</p>	<p><b>£130 per day</b></p> <p>Rate includes any required preparation work: this is not chargeable unless explicitly stated</p>
<b>Lead Coach (Facilitator)</b>	<ul style="list-style-type: none"> <li>• Leads coaching team in the absence of a Course Director, supporting the welfare of coaches throughout the day and support in session delivery</li> <li>• Ensures the programme meets its desired objectives through session delivery</li> <li>• Act as the primary go-to person for programme participants to move through the programme with</li> <li>• May be the Child Protection lead for the programme</li> <li>• May deliver plenaries on the programme</li> <li>• Typically requires a higher level of knowledge and experience of FF programmes</li> <li>• Facilitates small group coaching sessions and team activities</li> <li>• Holds one-to-one coaching sessions with students where applicable</li> <li>• Includes a pre-delivery team briefing phone call with the Project Manager</li> </ul>	<p>On Programme</p> <p>Some office/home preparation required</p>	<p><b>£150 per day</b></p> <p>Rate includes any required preparation work: this is not chargeable unless explicitly stated</p>
<b>Tutor</b>	<ul style="list-style-type: none"> <li>• Design and deliver subject-specific tutorials</li> <li>• Act as primary support to participants throughout summer school experience</li> <li>• Support wider programme delivery when required including facilitating social activities and team games</li> </ul>	<p>On Programme</p> <p>Home (for tutorial design if required) Some office/home preparation required</p>	<p><b>£100 per day</b></p> <p>Rate may include any required preparation work: this will be agreed in advance per booking</p>



<b>Operations Support</b>	<ul style="list-style-type: none"> <li>• Provide assistance to the Course Director/Lead Coach and/or Operations Director on all operational aspects of a programme</li> <li>• Support on key decisions about changes to programme plans that affect operational aspects</li> <li>• Supports other aspects of the programme delivery, including facilitating social activities and team games</li> </ul>	<p>On Programme</p> <p>Some office/home preparation may be required</p>	<p><b>£100 per day</b></p> <p>Rate includes any required preparation work: this is not chargeable unless explicitly stated</p>
<b>Project/Office Administration Support</b>	<ul style="list-style-type: none"> <li>• Provide administrative assistance to staff members as directed</li> </ul>	<p>Office</p> <p>On Programme site office (where applicable)</p>	<p><b>£10 per hour</b></p>
<b>Project Manager</b>	<ul style="list-style-type: none"> <li>• Provide project management support to staff members as directed</li> <li>• Organising the various logistical elements of delivering training programmes</li> </ul>	<p>Office</p> <p>Home (where applicable)</p>	<p><b>£15 per hour</b></p>
<b>Senior Project Manager</b>	<ul style="list-style-type: none"> <li>• As above</li> <li>• Typically involves higher profile projects and/or significant unsupervised client liaison</li> </ul>	<p>Office</p> <p>Home (where applicable)</p>	<p><b>£18 per hour</b></p>