



Outcomes First Group

JOB TITLE: AI Enablement Partner

RESPONSIBLE TO: AI Product Manager

ACCOUNTABLE TO: Chief Architect

LINKS TO: Group Executive, Head of Applications, Head of IT Delivery, Security Architect, Head of HR, Head of L&D

JOB PURPOSE:

The AI Enablement Partner will work directly with Outcomes First Group's Executive Team to embed practical, secure AI solutions into day-to-day executive workflows.

Reporting to the AI Product Manager, the role focuses on hands-on AI adoption, translating executive needs into AI agents and no-code solutions that reduce administrative burden, improve decision quality, and increase leadership capacity. The postholder will spend time shadowing executive leaders, understanding how they work, and rapidly building AI tools that meaningfully improve how information is prepared, analysed, and acted upon.

KEY ACCOUNTABILITIES:

- Shadow members of the Executive Team to understand workflows, decision cycles, and information needs
- Identify repeatable, high-friction activities suited to AI support
- Act as a trusted, discreet partner to senior leaders
- Design, build, and maintain AI agents and no-code / low-code AI tools to support executive work
- Working under the direction of the AI Product Manager deliver solutions such as:
 - Executive briefing and summarisation agents
 - Automated review of reports, papers, and updates



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- Decision support and insight-surfacing tools
- Meeting preparation, follow-up, and action-tracking assistants
- Rapidly prototype and refine solutions based on real executive feedback
- Enable executives and their immediate teams to confidently use AI tools in daily work
- Translate complex AI capability into simple, trusted, usable solutions
- Support practical adoption rather than formal training delivery
- Ensure all AI tools operate within Outcomes First Group's:
 - Data protection, safeguarding, and security standards
 - Responsible and ethical AI principles
- Work closely with IT, Data Security & Protection, and the AI Product Manager to ensure safe, sustainable deployment
- Avoid unmanaged or “shadow AI” use
- Assist with the AI implementation projects, ensuring a timely delivery and adherence to quality standards
- Stay informed on emerging AI technologies and their relevance to Outcomes First Group

REQUIREMENTS

Technical skills:

- Knowledge of Microsoft CoPilot
- Proven ability to design and build AI agents and no-code / low-code AI solutions

Experience and Skills:

- Hands-on experience with the Microsoft 365 Copilot ecosystem and AI automation tools
- Ability to translate loosely defined problems into practical AI solutions
- Credibility and confidence working directly with Executive and Board-level stakeholders
- Strong understanding of data sensitivity, risk, and governance



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- Experience supporting executive or senior leadership teams
- Background in digital, automation, product, or applied AI roles
- Familiarity with education, health, or care sectors (including SEND)