



YOUNG ENTERPRISE JOB DESCRIPTION

Programme Coordinator

Job Title	Programme Coordinator
Department	Programmes and Services
Salary	£28,860 – £30,000 per annum
YE Pay Grade	Grade 4
Hours	Full time / Mon - Fri
Reporting To	Programme Manager
Contract Type	Fixed term to 31 st December 2027
Direct Reports	None
Location	Hybrid (Work from our London or Oxford Office a minimum of 8 days per month minimum)
Who We Are	<p>We're Young Enterprise – a national charity with a bold mission: to give every young person the skills, confidence, and mindset to thrive in the changing world of work.</p> <p>For over 60 years, we've empowered more than 7 million young people through hands-on enterprise and financial education programmes. Whether it's launching a student business or learning how to manage money, we help young people develop key life skills—teamwork, leadership, problem-solving, and resilience.</p> <p>We're a passionate, down-to-earth team of 90+ staff and 2,000+ volunteers who believe that every young person, regardless of background, deserves a fair start in life.</p>
Purpose of the Role	<p>You'll play a key role in bringing our Money Heroes programme to life, working with schools to support children to build essential financial skills for the future.</p> <p>This is a hands-on coordination role with real scope to get involved — from supporting programme development and expansion, to working on related projects that help us reach more schools and young people.</p> <p>Working closely with the Programme Manager and colleagues across Young Enterprise, you'll help plan, deliver, promote and evaluate the programme, making sure everything runs smoothly, on time and within budget, and that schools and partners have a great experience along the way.</p>
A few practical things	
<ul style="list-style-type: none">• This is a hybrid role working from our Central London or Oxford Office a minimum of 8 times a month.• Occasional travel may be required to visit schools or attend meetings.	



Key Responsibilities

Programme Coordination

- Support the day-to-day coordination of the Money Heroes programme, ensuring activities are delivered effectively and efficiently.
- Maintain programme systems and processes, including databases and spreadsheets, to track participation, training and engagement.
- Support the coordination and delivery of teacher training and mentoring activity, liaising with schools and trainers as required.

Communications & Marketing

- Develop and coordinate programme communications, including newsletters, email campaigns, social media content and marketing materials, working closely with the Marketing team.
- Work with the Marketing team to explore new marketing & communication approaches and audiences to increase programme engagement
- Oversee the production of digital and physical materials, ensuring accessibility and consistency of messaging.
- Update the website and digital content.

Project Planning & Monitoring

- Contribute to project planning, including timelines, milestones and workstreams for ad hoc programme projects.
- Monitor progress and report updates to the Programme Manager, identifying risks, issues and opportunities for improvement.
- Take a proactive, solution-focused approach to problem-solving as challenges arise.
- Ensure the continued accessibility of the Money Heroes programme.

Data, Reporting & Budgets

- Collect, monitor and analyse programme data to support reporting, evaluation and continuous improvement.
- Prepare reports and updates for funders and other stakeholders.
- Work with Programme Manager to monitor expenditure and maintain budget records.

Stakeholder Management

- Take and log emails from teachers and other stakeholders, passing on to Discover YE where appropriate, providing high-quality customer service and timely responses.
- Build and maintain positive working relationships with schools, consultants, partner organisations and internal teams.
- Communicate regularly with consultants, schools and partner organisations to support delivery of programme objectives.

The above tasks are not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the charity and its overall objectives.



Person Specification

The Programme Coordinator will need to manage several competing tasks at one time. This role requires a proactive, organised and practical approach to ensure that the Money Heroes programme is delivered effectively and efficiently, providing high-quality support and customer service across the organisation, both internally and externally.

The successful candidate will have proven experience in managing the expectations of a number of stakeholders with competing priorities. The Programme Coordinator will be creative and know how to create engaging marketing and social media content and have excellent communication and planning skills to organise projects and events successfully.

Essential skills	<ul style="list-style-type: none">• Provides administrative support in a busy office, with the ability to meet deadlines on multiple tasks• Excellent customer service and relationship-building skills• Ability to work unsupervised and able to prioritise own work• Proven proficiency in Microsoft Word, Excel, PowerPoint, Outlook & Teams• Database entry and management skills• Creating visual content and materials• Excellent communication skills, an eye for detail and creative flair• Ability to record, monitor and analyse data• Taking solution-focused approaches to challenges
Desirable skills	<ul style="list-style-type: none">• Creating and/or maintaining and following project plans• Data Reporting• Use of Canva or similar simple design software• Budget Monitoring• Familiarity using website content management systems
Essential Knowledge and experience	<ul style="list-style-type: none">• Project or programme administration and coordination• Event coordination, face to face and/or remote or virtual• Experience managing data spreadsheets and data management systems• Working with internal and external stakeholders, including senior staff members• Experience writing & producing marketing material/copy, including social media posts, marketing emails and promotional materials.• Experience in collecting, analysing & reporting on programme or project data• Awareness of the guidelines and legislation around confidentiality and working with sensitive information, and the necessity to follow YE policies and procedures• An awareness of safeguarding and a willingness to undertake training and ensure YE's safeguarding policy is adhered to at all times
Desirable knowledge and experience	<ul style="list-style-type: none">• Understanding of working with schools and understanding school environments• Understanding of finance and enterprise education programmes delivered by YE in order to provide triage and signposting from first line customer enquiries• Experience working with alternative education provision, or supporting young people facing barriers
Disposition	<ul style="list-style-type: none">• Self-starter with a passion to work with young people to help them succeed• Committed to the aims and principles of YE• Emotionally resilient and able to work with ambiguity and difficult tasks• Entrepreneurial, responsive & creative• An accomplished team player



Young Enterprise Core Values

Unlocking Potential

Recognising and developing the potential of all - in our organisation, in the young people we champion and the stakeholders we work with.

One Team

Working together effectively to achieve our goals.

Enterprising and Resilient

Embracing change, innovating, adapting and responding to challenges and opportunities.

Creating Great Impact

Aiming for the biggest impact on young people and their educators.

All YE Staff are expected to model these values at all times.

Keeping Young People Safe

Safeguarding is the action that is taken to promote the welfare of children and vulnerable adults and protect them from harm.

At Young Enterprise, we take our commitment to safeguarding children and vulnerable adults seriously. We design our roles, programmes and services with safeguarding in mind; conduct thorough checks on new employees in line with UK safeguarding legislation; and ensure that our people have the safeguarding knowledge and skills they need to do their role, and are supported to regularly refresh their training.

All successful applicants in eligible roles that involve contact with young people will need to undertake an enhanced DBS (Disclosure and Barring Service) Check prior to starting in the role, and at subsequent 3-year intervals. In addition, no Young Enterprise employee will at any point be unaccompanied while in the presence of children under the age of 18.

In line with the Rehabilitation of Offenders Act 1974, in the vast majority of cases DBS checks which contain information on previous convictions will not disqualify an individual from working with us. If you have any questions please contact the Young Enterprise HR Team at hr@y-e.org.uk.