



YOUNG ENTERPRISE JOB DESCRIPTION Programme Coordinator, Centres of Excellence

Job Title	Programme Coordinator, Centres of Excellence
Department	Programmes and Services
Salary	£28,860 – £30,000 per annum (pro rata for part-time)
YE Pay Grade	4
Hours	Full-Time, 37.5 hours / 5 days per week or Part-Time, 30 hours / 4 days per week will be considered
Reporting to	Programme Manager, Centres of Excellence
Contract Type	Permanent
Direct Reports	None
Location	<i>Hybrid (Work from our London Office a minimum of 8 days per month minimum)</i>
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	As Programme Coordinator for Centres of Excellence, you'll play a pivotal role in our flagship financial education accreditation programme, supporting schools to strengthen and embed high-quality financial education across their curriculum and their wider communities.

A few practical things

- The role is hybrid and you are required to work from our London office a minimum of 8 days per month
- The role may involve some travel to participating schools and colleges throughout the UK.

Key Responsibilities

Programme Coordination

- Support the day-to-day coordination of the Centres of Excellence programme, ensuring tasks are delivered effectively and efficiently.
- Maintain programme systems, processes and records, including databases and spreadsheets, to track participation, progress and general engagement.
- Coordinate the school portfolio review cycle by responding to timely queries, sharing school feedback and saving all relevant files.
- Support with the recruitment and onboarding of new schools onto the programme

Communications, Marketing and Events

- Develop and coordinate programme communications, including newsletters, press releases, social media content and marketing materials ensuring consistency of messaging.
- Support the organisation and delivery of the annual YE Teacher Conferences, including logistics, marketing and communications, delegate registration, and on-the-day event assistance.
- Oversee the programme 'Info' mailbox and act as 1st line support for all general enquiries.



- Support the coordination and delivery of teacher skills share activities, maintaining a calendar of up and coming events and liaising with schools as required.

Data, Monitoring & Reporting

- Collect, record, monitor and prepare programme data, reporting updates to the Programme Manager, Finance Manager and other colleagues, identifying risks, issues and opportunities for improvement.
- Take a proactive, solution-focused approach to problem-solving as challenges arise.

Stakeholder Management

- Log and respond to emails and key messages from stakeholders, recording key information and 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 for Centres of Excellence will play a key role in supporting the delivery of our flagship financial education accreditation programme.

Working closely with the Programme Manager and colleagues across the charity, the successful candidate will help ensure that our network of teachers feel confident, supported and inspired. The Programme Coordinator will support the planning and organisation of annual teacher conferences and skills-sharing webinars, coordinate programme marketing and communications, and record, monitor and evaluate programme data to support programme impact and development.

The successful candidate will have experience managing multiple priorities and working with a range of stakeholders. They will be an excellent communicator with strong organisational and planning skills, able to coordinate projects and events while maintaining high standards of service and support. This is a varied and collaborative role with opportunities to take initiative, helping educators enhance their curriculum and enabling young people to build vital money skills for life.

Essential	Skills & Abilities
	Excellent organisational and coordination skills, with the ability to manage multiple tasks, timelines and priorities.
	Strong written and verbal communication skills, with the ability to produce clear communications such as newsletters, updates, or marketing content.
	Ability to build and maintain positive relationships with a range of stakeholders, including teachers, partners and colleagues.
	Good digital and administrative skills, including confidence using spreadsheets, databases or similar systems to maintain accurate records.
	Ability to collect, organise and interpret basic data to support monitoring and reporting.
	Strong attention to detail and ability to maintain organised records and programme documentation.
	Ability to take a proactive, solution-focused approach to tasks and problem-solving.
	Ability to work both independently and collaboratively within a team environment.
	Knowledge & Experience
	Experience supporting the organisation or delivery of activities, events, projects or programmes.
	Experience communicating with stakeholders or responding to enquiries while providing high-quality customer service.



	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	Skills & Abilities
	Familiarity with online tools and programmes used for communications, events or programme management (e.g. CRM systems, email marketing tools, or online event platforms).
	Knowledge & Experience
	Experience supporting programmes, projects or activities within the education, charity or not-for-profit sector.
	Experience working with schools, teachers, young people or education-related organisations.
	Experience of supporting, monitoring and evaluating programmes
	An understanding of Financial education and resources

Young Enterprise Core Values

Young Enterprise has 4 Core Organisational 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.