

YOUNG ENTERPRISE JOB DESCRIPTION

Programme Lead (Company Programme & Team Programme)

Job Title	Programme Lead (Company Programme & Team Programme)
Department	Scotland
Salary	£26,228
YE Pay Grade	4
Hours	1 FTE
Reporting to	Head of Scotland Operations
Duration	12 months fixed term
Direct Reports	None
Location	Remote / Hybrid
Main Job Purpose	To lead the delivery, quality and growth of Young Enterprise Scotland's core programme portfolio, primarily Company Programme and Team Programme, ensuring strong school engagement, effective volunteer support, high-quality participant experiences and achievement of agreed participation, impact and performance targets. The role is responsible for developing and maintaining relationships with schools, volunteers and local stakeholders to maximise the reach and impact of Young Enterprise programmes across Scotland <u>Summary Responsibilities</u> • Responsible for delivery of Scotland's core programme portfolio (Company Programme and Team Programme). • Responsible for achieving participation and quality targets within assigned programmes. • Manages relationships with schools, volunteers and Local Area Teams across Scotland. • Works collaboratively with UK programme, operations and volunteer teams
Key Tasks	
Programme Leadership & Delivery • Lead the delivery of Company Programme and Team Programme across Scotland. • Deliver agreed participation, retention, completion and impact targets. • Ensure programmes are delivered consistently and in line with Young Enterprise standards. • Monitor programme performance and identify risks, issues and improvement opportunities. • Support the ongoing development and improvement of programme delivery. School & Education Partner Engagement • Recruit, retain and support participating schools and colleges. • Build effective relationships with teachers, careers leaders and education stakeholders. • Promote programme opportunities and support growth in participation. • Act as the primary relationship manager for participating educational institutions. Volunteer & Stakeholder Management • Develop and maintain strong relationships with Business Mentors and programme volunteers. • Work closely with Local Area Teams to support programme delivery and growth. • Collaborate with colleagues and external stakeholders to strengthen programme outcomes. Impact, Quality & Evaluation • Gather evaluation data, participant feedback and case studies. • Monitor programme quality and participant outcomes. • Contribute to organisational reporting and impact measurement. • Share learning and best practice to support continuous improvement.	

Key Tasks

Compliance & Safeguarding

- Ensure delivery activities comply with safeguarding, health and safety and organisational policies.
- Maintain accurate programme records and documentation

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.

Skills/ Attributes/ Knowledge/ Experience

Essential	Experience of delivering education, employability, youth or community-based programmes.
	Experience of planning and managing multiple activities simultaneously.
	An awareness of safeguarding and a willingness to undertake training and ensure YE's safeguarding policy is adhered to at all times.
	Ability to build and nurture strong relationships with internal and external stakeholders.
	Excellent interpersonal, administration, and organisational skills.
	Strong communication, negotiation and team working skills.
	Confident user of IT packages and willingness to learn new systems when and if required.
	Experience of maintaining systems and processes.
	Experience of achieving performance or participation targets.
	Confidence to work on own initiative but ensuring that internal and external parties are consulted and kept up to date.
Desirable	Experience of working in the charity or not for profit sector.
	Experience of event management.
	Experience of recruiting, managing, supporting and motivating volunteers.
	Knowledge of Scottish education or youth programmes.

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 (including Child Protection in Scotland) is the action taken to promote the welfare of children and vulnerable adults and protect them from harm and abuse.

At Young Enterprise, we take our commitment to safeguarding and child protection seriously and are dedicated to promoting the welfare of children, young people and vulnerable adults. We design our roles, programmes and services with safeguarding in mind, conduct appropriate pre-employment checks on new employees in line with safeguarding legislation across Scotland, England and Wales, and ensure that our people have the knowledge and skills required to undertake their role safely. Colleagues are supported to regularly refresh their safeguarding training and awareness.

All successful applicants for eligible roles that involve contact with young people will be required to undertake the appropriate pre-employment safeguarding checks. In Scotland, this includes membership of the Protecting Vulnerable Groups (PVG) Scheme managed by Disclosure Scotland for roles involving regulated work with young people or protected adults. Young Enterprise may also carry out periodic safeguarding checks in accordance with organisational policy. All employees and volunteers are expected to follow Young Enterprise's safeguarding procedures, including maintaining appropriate professional boundaries, adhering to safe working practices, and complying with supervision and lone working arrangements.

In line with the Rehabilitation of Offenders Act 1974 and associated legislation across the UK, a disclosure containing information about previous convictions will not necessarily disqualify an individual from working with us. Any information disclosed will be considered fairly, proportionately and in accordance with the requirements of the role, our safeguarding responsibilities, and relevant legislation, including the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) provisions applicable in Scotland.

If you have any questions, please contact the Young Enterprise HR Team at hr@y-e.org.uk.