YOUNG ENTERPRISE JOB DESCRIPTION Educational Partnerships Manager	
Job Title	Educational Partnerships Manager (Yorkshire)
Department	Educational Partnerships
Salary	£26,228 per annum
YE Pay Grade	4
Hours	Full-Time, 37.5 hours / 5 days per week (1.0 FTE)
Reporting to	Interim Head of Educational Partnerships
Duration	Permanent
Direct Reports	None
Location	Home based with significant travel within **West Yorkshire, South Yorkshire, York and the surrounding areas.**
Main Job Purpose	At Young Enterprise, we believe every young person deserves the chance to unlock their full potential, no matter their background. That's where you come in. As our **Educational Partnership Manager**, you'll be at the heart of our mission—connecting with schools, communities and volunteers to help young people across **West Yorkshire, South Yorkshire, York and the surrounding areas** build skills for life, work and the future through taking part in our impactful enterprise and financial education programmes. This isn't your average desk job. It's dynamic, people-focused and packed with variety. One day you might be helping a primary school host their first enterprise event, the next you could be welcoming a group of local volunteers to support students in a college workshop. You'll be a trusted partner to educators—from primary settings right through to universities—and a friendly face in schools old and new, helping to grow our reach in areas where opportunities are needed most. You'll be a key driver of our **Inspiring Futures** programme—helping young people break down barriers and imagine bigger futures. You'll also roll up your sleeves to plan local events, support fundraising, recruit and train volunteers, ~~and build strong links with community leaders and sponsors~~. Whether you're organising a trade fair, chatting with a headteacher or moving resources from your car into a school hall, your energy and commitment will make a real difference. This is a role for someone who's passionate about education, enjoys working with people, and loves seeing young people thrive. You'll be joining a supportive, ambitious regional team with shared goals and a clear purpose: to give every young person the skills, confidence and opportunities they need to succeed.
	In this role, you'll: • Build and maintain strong partnerships with schools, colleges, youth groups and local organisations, keeping existing relationships thriving and bringing our programmes to life in formal and informal settings. • Work hand-in-hand with the regional team and Volunteering team to look after, train and inspire our existing volunteers, including local ones, and help recruit new ones.

	• Be a key player in our regional team, spotting opportunities to raise local funds and bring in support that helps us grow and sustain our programmes. • Help bring our work to life by supporting events, trade fairs and celebration days—giving young people the chance to showcase their achievements. • Be a champion for Young Enterprise in your patch—building & maintaining relationships, solving challenges, and making sure everything runs smoothly from school visits to stakeholder meetings.
	A few practical things to know: We're currently evolving how we work through our Target Operating Model (TOM). This means the role offers an exciting opportunity to help shape new ways of working and may continue to develop over time as Young Enterprise grows and adapts to maximise its impact for young people. This is an active, hands-on role that will sometimes mean working outside of the typical 9 to 5. You'll need to be comfortable with: • Working occasional evenings or weekends for events or school activities. • Being on your feet for extended periods during delivery days or fairs. • Carrying materials or event resources between venues (a car and driving licence will be essential). • Setting up spaces for workshops, events and showcases—we all pitch in to make the magic happen!

Key Tasks
• Maintain and strengthen YE's relationships with schools, colleges, universities and youth centres in your area, and support the development of new partnerships where we don't yet have a footprint, particularly in communities of multiple deprivation. • Actively engage educators in understanding the opportunities that the full suite of Young Enterprise Financial and Enterprise Education Programmes can provide to new and existing schools, colleges, universities and youth center's partners in an assigned geographic area with the assistance of the Interim Head of Educational Partnerships. • Promote the link between our programmes and how they support and prepare young people to build their future. • Deliver and or support the delivery of Young Enterprise programmes and services in schools, colleges, universities, and youth centres. This includes working as a team to organise a series of face-to-face and digital events. • Work as part of the regional team to proactively identify and generate sources of local income to support YE programmes and events. • Manage and monitor KPIs and local contracts associated with the above tasks through the regional operations plan set out by the Interim Head of Educational Partnerships. • Recruit, onboard and manage long term volunteers including Business Volunteers supporting Company style programmes and recruit, support and locally train volunteers to support local activity. This will include developing positive relationships and regular communication with volunteers, ensuring that all volunteers have a great experience with YE. • Work collaboratively across functions. We have key supporters in the area who fund our programmes, the successful applicant will need to liaise with both the Project Manager and the fundraising team managing these partnerships to ensure deliverables are met, accurately recorded and impact shared to agreed timelines. • Work closely with Programmes & Services team to support the development and delivery of our full suite of programmes, while also developing your own knowledge and understanding of our full suite of programmes and services to promote to schools. • Support the co-ordination of the contractors that support delivery of our programmes (Company Programme Associates, Senior Delivery Officers and Delivery Officers).

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	Extensive experience of managing relationships (ideally within education, but not essential).
	Proven ability to establish new partnerships in previously unengaged or underserved areas.
	A high level of self-motivation and the ability to inspire and motivate others.
	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.
	Ability to build and nurture strong relationships with internal and external stakeholders.
	Excellent interpersonal, administration, organisational, report writing and presentation skills.
	Strong communication, negotiation and team working skills.
	Evidence of setting and achieving targets.
	Presentation, public speaking, influencing and leadership skills.
	Experience of working with young people including understanding their varying needs and abilities.
	Ability to deliver programmes to a high standard to large audiences and varying age groups of young people.
	Confident user of IT packages and willingness to learn new systems when and if required.
	Experience of maintaining systems and processes.
	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 recruiting, managing, supporting and motivating volunteers.
	A good knowledge and understanding of current education initiatives, practice and thinking which is relevant to the schools within your region.

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.