

## YOUNG ENTERPRISE JOB DESCRIPTION AREA MANAGER

Job title	Area Manager, Kent
Department	Operations
Reporting to	Regional Manager
Pay Grade	4
Hours	Part time: 18.75 hours per week (0.5 FTE)
Reports	Direct: None
Location	Working from home – a significant amount of business travel within the area.
Budget	Nil
Main job purpose	<p>Empowering young people – in education, in work, in life. We believe that the potential of the UK's young people is unlimited.</p> <p>You will work to maintain and extend our impact in developing employability skills by working with business volunteers to deliver our inspirational programmes in schools, colleges or universities to make the foundations of business – responsibility, respect, teamwork, communication and problem solving – relevant to the daily lives of each and every young person.</p>

### MAIN RESPONSIBILITIES

- Actively market, promote and sell Young Enterprise Programmes to new and existing schools, college or university partners in an assigned geographic area with the assistance of the Regional Manager.
- Work with the Regional Manager to identify, recruit and train volunteer business advisors and local YE Volunteer Board members from corporate and community sources.
- Proactively identify and generate sources of local income (corporate donations, local trusts etc.) to support YE programmes.
- Deliver or support the delivery of Young Enterprise activities in schools, colleges or universities through the direct delivery of larger programmes or supported delivery (volunteer led) of class based programmes.
- Manage and monitor KPIs and local contracts associated with the above tasks through the regional operations plan set out by the Regional Manager.
- Work with the local YE Volunteer Board in their organisation and delivery of local fundraising and events.

The above tasks are not an exhaustive list of duties and you will be expected to perform different tasks as required within the charity and contributing to the overall objectives.

## YOUNG ENTERPRISE CORE VALUES

Young Enterprise has 4 Core Organisational Values as follows:

**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.

## SKILLS/ ATTRIBUTES/ KNOWLEDGE/ EXPERIENCE

Essential	A confident self-starter.
	Extensive experience of working in a sales and service delivery environments
	A high level of self-motivation and the ability to inspire and motivate others.
	Aware of confidentiality and working with sensitive information.
	Excellent interpersonal, administration, organisational, report writing and presentation skills.
	Strong communication, negotiation and team working skills.
	Evidence of ability to set and achieve targets.
	Presentation, public speaking, influencing and leadership skills.
	Evidence of experience of working with young people including demonstration of the ability to understand their varying needs and abilities.
	Evidence and/or ability to deliver programmes to large audiences and varying age groups of young people.
	A good knowledge and understanding of current education initiatives, practice and thinking as relevant to the work of Young Enterprise.
	Confident use of the Internet as well as standard office IT packages.
	Experience of maintaining systems and processes.
	Confidence to work on own initiative with minimum supervision but knowing when to consult with and inform others
Desirable	Experience of working in the charity or not for profit sector
	Experience of recruiting, managing and motivating volunteers.