



## YOUNG ENTERPRISE ROLE DESCRIPTION Freelance Education Consultant

Job title	Education Consultant
Department	Programmes and Services
Reporting to	Members of the Programmes and Services team as required
Pay Grade	n/a Contracted roles offer daily rates of up to £400 inclusive of VAT
Reports	None
Location	Home based with travel
Main job purpose (as required)	To support schools to embed financial and enterprise education into their curriculum. To develop engaging financial education teaching materials. To deliver defined financial and enterprise education CPD training to teachers and other educators and to provide training to those who support vulnerable young people in non-mainstream education settings.

### CONTRACTED RESPONSIBILITIES AND TASKS MAY INCLUDE

- Work with Young Enterprise colleagues to support projects, programmes and services by providing educational and practical advice and guidance.
- Responsible for the delivery of assigned projects and programmes, which could include authoring teaching and learning materials, delivering CPD and/or mentoring schools registered on programmes.
- Providing a high level of education sector and financial and enterprise education expertise as required.
- Ensure that assignments are delivered on time and to specification and YE colleagues are kept updated with progress reports, and any problems or issues relating to an assignment, at agreed regular intervals (as per contracts).
- Exemplify the highest standards of professional behaviour and performance, and comply with all relevant Young Enterprise policies and procedures, including when delivering remotely.
- Work with Programme Managers on how YE's programmes and services can be positioned and communicated to schools, taking advantage of the wide range of drivers for financial education.
- Actively promote Young Enterprise's mission, aims and objectives when under contract and promote Young Enterprise's image and standing as the leading enterprise and financial education charity in the UK.
- Sign up to the Young Enterprise Global Consultancy Agreement and Professional Code of Conduct.
- Consultants are expected to declare all previous offences, to undergo an Enhanced Disclosure

via the Disclosure and Barring Service and are required to subscribe to the DBS Update Service, allowing Young Enterprise to check the certificate online.

## 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

## SKILLS/ ATTRIBUTES/ KNOWLEDGE/ EXPERIENCE

**Across all of our freelance roles we are looking for the following skills, attributes, knowledge and experience:**

Experience of working strategically and building relationships with teachers / other educators and senior leaders.

Extensive experience of working in a service delivery environment.

Experience in the delivery of teacher professional learning, ideally in relation to financial and enterprise education, both in-person and virtual delivery.

Working knowledge of the education system and factors influencing what is taught in the classroom and an understanding of the challenges facing education providers when it comes to the teaching and delivery of financial and enterprise education.

A successful track record in developing materials, and delivering and evaluating sessions, advice and consultancy in an educational context, ideally in relation to enterprise and financial education.

A confident self-starter.

Excellent communication and presenting skills: able to conduct sessions both face to face and online, with high levels of engagement with participants.

High level of digital competency for virtual delivery and remote working; to include experience and competency using Zoom, Teams & other online interaction tools.

A high level of self-motivation and the ability to inspire and motivate others.

Excellent interpersonal skills and teamworking and ability to build rapport with others.

Planning and organisational skills, ability to meet deadlines and expectations.

Ability to accurately record and document information.

Confident use of the Internet as well as standard office IT packages.

Confidence to work on own initiative with minimum supervision but knowing when to consult with and inform others.

Knowledge of financial and enterprise education, their relevance to the curriculum and an understanding of the resources available to schools and young people.

Free & able to travel as required.

Aware of confidentiality and working with sensitive information.

