



Young  
Enterprise

Member of JA Worldwide

## YOUNG ENTERPRISE JOB DESCRIPTION Educational Partnerships Regional Manager

Job Title	Educational Partnerships Regional Manager - London and South East
Department	Educational Partnerships
Salary	£37,750 per annum
YE Pay Grade	6
Hours	Permanent; Full time 37.5 hours/5 days per week (1.0 FTE)
Reporting to	Director of Educational Partnerships
Direct Reports	Direct: A specified number of Educational Partnerships Managers
Location	Home based with significant travel within the region
Main Job Purpose	<p>The Educational Partnerships Regional Manager is an integral role ensuring development and delivery of YE's strategy. Reporting to the Director of Educational Partnerships, this role will manage and develop YE activity of a regional team. Key tasks include:</p> <ul style="list-style-type: none"><li>• The development and implementation of an annual business / regional plan ensuring young people have access to YE's full suite of enterprise and financial education programmes and services and supporting them to build their futures.</li><li>• Overseeing the delivering of YE shared KPI targets on Income and expenditure, Student Numbers, Volunteers.</li><li>• Responsibility for all events within a region, ensuring that all necessary risk assessments are completed and there is sufficient support for all events.</li><li>• Establish and maintain key partnerships (internal and external) that facilitate access to YE's inspirational programmes and services in both formal and informal educational settings, developing networks and supporting programme strategy and funding opportunities within the geographical area.</li><li>• Prioritizing relationships with educational providers that enable access to young people with the greatest barriers to social mobility as defined by our YE strategy.</li><li>• Ensure all programmes and services are delivered in a safe and effective manner, adhering to health and safety requirements and other YE policies and procedures.</li><li>• Line management of remote based Educational Partnership Managers and contractors ensuring consistent completion of inductions, and training is completed in line with YE policy.</li><li>• Working closely with and providing leadership and inspiration to the Local Volunteer Teams (LVTs) supported through the Educational Partnership</li></ul>

	<p>Managers.</p> <ul style="list-style-type: none"><li>• Oversee the quality of programme and services delivery within your region, ensuring we achieve positive impact for young people across all YE products and services.</li><li>• Active member of the Senior Strategy Group to support collaborative working.</li></ul>
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## Key Tasks

### Team leadership

- Recruit, train and develop a dynamic team (paid staff, contractors and volunteers).
- Manage your team to achieve YE shared KPIs ensuring each individual has a clear plan and review process.
- Undertake PDP's and regular 1:1's with every member of the team.
- Provide support and guidance to your team, volunteers and internal and external stakeholders.

### Income generation, monitoring and reporting

- Provide monthly updates on progress against KPIs, income and expenditure.
- Deliver income generation activities by identifying and accessing private and public sector funding.
- Working closely with philanthropy and national fundraising to provide regional expertise that informs securing funding for our programmes and services.
- Work closely with the Director of Educational Partnerships to identify opportunities to develop reach, increase local income, increase volunteering and alumni opportunities and to develop a high performing team.

### Programme delivery

- Raise the profile, influence and delivery of Young Enterprise throughout the area through networking and promoting the full offer of programmes and services.
- Manage the delivery of all YE programmes and services within your region.
- Work closely with programmes and services to support and develop the existing programmes and services and any new programmes in development.

### Volunteer management

- Act as champion within the organisation on matters relating to volunteering.
- Oversee the Identification and development of volunteering opportunities as part of the volunteer journey, working closely with YE's central Volunteer Support team.

Work closely with the Local Volunteer Teams to ensure that a comprehensive, high-quality standard is maintained in respect to YE programmes and services young people engage in.

**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

<b>Essential</b>	A confident self-starter.
	Proven track record in management of budgets, reporting systems, targets and key performance indicators, to meet internal and external needs.
	Experience of developing, implementing and maintaining systems and processes.
	Strong interpersonal skills, ability to collaborate, communicate and build relationships effectively at all levels.
	Ability to manage remote teams and volunteers.
	A high level of self-motivation and the ability to motivate others.
	A team player that actively promotes one team YE approach.
	Understanding of health and safety in the workplace as it relates to self and team, and adherence to all related YE policies.
	Awareness of confidentiality and the guidelines and legislation around working with sensitive information.
	A multi-tasker with the ability to expertly prioritise their workload.

### 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.**