



## YOUNG ENTERPRISE JOB DESCRIPTION Educational Partnerships Manager

Job Title	Educational Partnerships Manager – Devon and Somerset
Department	Educational Partnerships
Salary	£25,750 (pro rata) (Part time 30 hours/4 days per week)
YE Pay Grade	4
Hours	Permanent; Part time 30 hours/4 days per week (0.8 FTE)
Reporting to	Educational Partnerships Regional Manager
Duration	One Year Fixed-Term Contract
Direct Reports	None
Location	Home based with significant travel within the region
Budget	Shared responsibility for team budget
Main Job Purpose	<p>The Educational Partnership Manager is an exciting role, integral to delivering YE's strategy through developing strong, needs based local relationships with educators and supporting networks, for the benefit of young people in a specified local area. This role supports the continued development of YE's impact by providing young people with opportunities to engage in YE's enterprise and financial education programmes building vital skills, developing an enterprising mindset, supporting them to build their future and enabling them to make a positive contribution to their community and society. You will support the regional team to achieve shared KPI's for the region and the wider organisation.</p> <p>Reporting to the Regional Manager, this role will require the post holder to be passionate about helping staff in schools, colleges, universities and youth clubs to prepare young people for their future. The role will:</p> <ul style="list-style-type: none"><li>• Establish and maintain key partnerships (internal and external) to oversee the successful delivery of our inspirational programmes and services in both formal and informal educational settings.</li><li>• Prioritising 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>• Work closely with the Regional Manager and Volunteer Support team to identify, recruit and locally train volunteers and support local YE Volunteer Team (LVT) members by providing direction and opportunities to support local activity. This will include harnessing relationships with volunteers, ensuring that our volunteers are supported on their journey with YE.</li><li>• You will be a key member of the regional team collaborating to identify and generate sources of local income to support YE programmes and services.</li></ul>



### Key Tasks

- Harness and develop YE's relationship with schools, colleges & universities in a defined geographical area.
- 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 centre partners in an assigned geographic area with the assistance of the Regional Manager.
- 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.
- Work as part of the regional team to proactively identify and generate sources of local income to support YE 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 Team (LVT), providing support, direction and opportunities to engage with local activity, which may include fundraising, volunteering on programmes and / or promoting our programmes to new schools.
- Work closely with the Philanthropy and Corporate Fundraising Teams to ensure continuation of a one team approach and allowing us to secure funds to support our programmes and services.
- 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.
- Engagement with the Volunteer Support Team to support and promote the volunteer journey.
- 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.**



<b>Skills/ Attributes/ Knowledge/ Experience</b>	
<b>Essential</b>	Extensive experience of managing relationships (ideally within education, but not essential).
	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.
	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.
	A good knowledge and understanding of current education initiatives, practice and thinking which is relevant to the schools within your region.
	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.	
<b>Desirable</b>	Experience of working in the charity or not for profit sector.
	Experience of recruiting, managing and motivating volunteers.

<b>Young Enterprise Core Values</b>
<p><b>Young Enterprise has 4 Core Organisational Values</b></p> <p><b>Unlocking Potential</b> Recognising and developing the potential of all - in our organisation, in the young people we champion and the stakeholders we work with.</p> <p><b>One Team</b> Working together effectively to achieve our goals.</p> <p><b>Enterprising and Resilient</b> Embracing change, innovating, adapting and responding to challenges and opportunities.</p> <p><b>Creating Great Impact</b> Aiming for the biggest impact on young people and their educators.</p> <p style="text-align: center;"><b>All YE Staff are expected to model these values at all times.</b></p>



## 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 regularly enhance the safeguarding knowledge and skills of all our people, including when begin their role.

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](mailto:hr@y-e.org.uk).