



## YOUNG ENTERPRISE JOB DESCRIPTION Delivery and Volunteer Support Coordinator

Job Title	Delivery and Volunteer Support Coordinator – London & SE
Department	Educational Partnerships
Salary	£24,000 - £28,000
YE Pay Grade	4
Hours	Full-Time, 37.5 hours / 5 days per week
Reporting to	Educational Partnerships Regional Manager
Duration	Fixed Term - One Year
Direct Reports	None
Location	Hybrid (Working from our Central London Office a minimum of 8 days a month)
Budget	Shared responsibility for team budget
Main Job Purpose	<p>The Delivery and Volunteer Support Coordinator is an exciting new role, integral to delivering YE's strategy through coordinating the delivery of YE programmes and taking a lead on Volunteering, for the benefit of young people, across London &amp; SE.</p> <p>Reporting to the Regional Manager, this role will require the post holder to be passionate about supporting our Educational Partnership deliveries to prepare young people for their future and have a commitment to the positive engagement of volunteers. The role will involve cross-functional collaboration whilst supporting the regional team to achieve shared KPI's for the region and the wider organisation.</p> <p>The role will:</p> <ul style="list-style-type: none"><li>• Work with the Educational Partnership Managers in London and SE to ensure the successful delivery of our inspirational programmes and services in both formal and informal educational settings.</li><li>• Prioritise relationships with volunteers ensuring that individuals feel fully supported at every point of YE's volunteering journey. Including working closely with the Educational Partnerships Managers, Regional Manager and Volunteering team to identify, recruit, support and locally train volunteers and provide direction and opportunities to support local activity.</li><li>• Work with the National Fundraising Team to coordinate activity. In particular, liaising around capacity planning, the practicalities of delivery and reporting.</li></ul>



### Key Tasks

- Identify, recruit and locally train event-based volunteers. This will include harnessing excellent relationships with volunteers, ensuring that our volunteers are supported on their journey with YE, and receive regular communication and support to carry out their roles.
- Work with a team of Educational Partnership Managers to ensure the smooth running of projects, through discussion, planning, reporting, setting up of systems, evaluation and communication.
- Set-up and maintain systems (including databases and spreadsheets) to record and monitor project activities.
- Create warm leads for Educational Partnership Managers by building connections and making introductions.
- Support the purchase and onboarding process for YE's programmes. Predominately for YE's company style and day programmes but also across a full suite of YE programmes.
- Work closely with the Regional Manager and Educational Partnerships Managers to organise, book and manage all logistics for events throughout the academic year, including the involvement of volunteers via our volunteer management system.
- Support YE's National Fundraising Team in scoping projects throughout London and the SE and be the conduit between National Fundraising and Educational Partnership Managers in the delivery of funded projects, including the involvement of volunteers.

**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 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.
	Enjoys building and nurturing strong relationships and values volunteers and the contribution they make.
	Excellent interpersonal, administration, organisational and report writing skills.
	Experience of supporting and organising events – from inception to delivery and review.
	Evidence of setting and achieving targets.
	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.
	Personal experience of volunteering for a charity or cause.
	Experience of recruiting, managing and motivating volunteers.



	Experience of working with young people including understanding their varying needs and abilities.
	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

### 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.**

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