



YOUNG ENTERPRISE JOB DESCRIPTION Educational Partnerships Manager

Job Title	Educational Partnerships Manager – North West and South West London
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	Permanent
Direct Reports	None
Location	Home based with significant travel within the area
Main Job Purpose	<p>The Educational Partnership Manager is a demanding and exciting role. It is 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.</p> <p>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.</p> <p>You will support the regional team to achieve shared KPI's for the region and the wider organisation.</p> <p>There is a degree of manual handling and you will be required to work some evenings and weekends. Further:</p> <ul style="list-style-type: none">• There is the potential to be on your feet for extended periods of time.• You will be required to support with setting up venues for events.• You will be required to transport resources and other materials between your car and the venue or around a school building. <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">• 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.• Prioritise relationships with educational providers that enable access to young people with the greatest barriers to social mobility as defined by our YE strategy.• Work closely with the Regional Manager and Volunteering team to identify, recruit, support and locally train volunteers and provide 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.

- Be a key member of the regional team collaborating to identify and generate sources of local income to support YE programmes and services.

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. This includes working as a team to organize a series of digital and face-to-face events.
- 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.
- Recruit, onboard and manage long-term volunteers including Business Volunteers supporting Company style programmes and Local Volunteer Teams supporting activity across the region.
- Work closely with the National Fundraising to ensure continuation of a one-team approach and allow us to secure funds to support our programmes and services.
- Work closely with the 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.
- Recruit, support and locally train volunteers to support local activity. This will include developing positive relationships and regular communication with volunteers, ensuring that all volunteers have a great experience with YE.
- 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.



Skills/ Attributes/ Knowledge/ Experience	
Essential	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.
	An awareness of safeguarding and a willingness to undertake training and ensure YE's safeguarding policy is adhered to at all times.
	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.
	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.
Desirable	Experience of working in the charity or not for profit sector.
	Experience of recruiting, managing, supporting and motivating volunteers.
	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.