



envision

Programme Coordinator

Application Pack

Deadline: Midnight 31 May

Programme Coordinator

- **London, Birmingham, or Bristol**
- **Permanent Contract**
- **Start Date: 1st September**
- **Term Time: 35 hours per week over 48 weeks (August as leave)**
- **£23,833 (+£1,833 London Weighting where applicable) paid over 12 months (£26,000 FTE equivalent)**

Envision actively encourages applications from those from Black and Minority Ethnic backgrounds and from socio-economically disadvantaged backgrounds as they are currently under-represented in our organisation.

We seek to ensure we achieve diversity in our workforce and that all applicants and employees receive equal and fair treatment, regardless of age, race, gender, religion, sexual orientation, disability or nationality.

Please note, we are unable to support visa applications and therefore applicants must have the right to work in the UK.

Envision graduates who meet the essential will be guaranteed a first-round interview.



A bit about us

We empower young people from less-advantaged backgrounds, who are often underrepresented in the world of work, to develop the essential skills and confidence they need to succeed.

We partner each team of young people, led by an Envision Programme Coordinator, with a team of mentors from a local business to design and deliver a social action project that makes a positive change in their school or college community.

We create an equal partnership whereby young people bring the expertise of their chosen social issue and mentors bring the expertise of workplace skills.

Working towards their project goals and key milestones, young people build the essential skills and confidence proven to support their education, employment and well-being.

'Envision helped me with developing lots of important skills that will be useful for later life, like teamwork and determination.'

Dimitra,
Bristol Envision Graduate



We believe a young person's background mustn't determine their future.

We want to create a society where young people from less-advantaged backgrounds have an equal opportunity to build the essential skills and confidence needed to succeed in later life as their more privileged peers.

"People with higher levels of essential skills experience improved social mobility, employment, earnings, job satisfaction and life satisfaction...these skills work as a platform for developing other skills, including the basic skills literacy and numeracy as well as technical skills."
(Skills Builder Partnership 2023)



Where you come in

As a Programme Coordinator (PC) you will be at the frontline of our work, working directly with schools and colleges, young people and local businesses to make an impact!

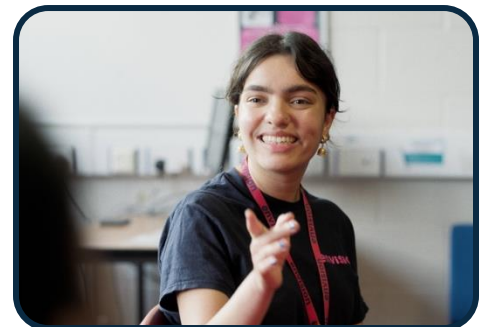
You will be responsible for all aspects of programme management and delivery of the Envision Programme in a cluster of schools/colleges in your region.

You will facilitate weekly sessions with young people in your schools/colleges, inspiring them to deliver social action projects. You will also facilitate mentoring sessions with partner businesses at key points throughout the programme.

Your main aim is to ensure that each young person on the programme develops their confidence and essential skills through the delivery of our structured curriculum. With the support of the Programme & Impact Team, you will use data in real-time to support attendance, engagement, progress and success for your young people on the programme.

Working closely with the Regional Manager, you will manage relationships with schools and businesses enabling the programme to run smoothly.

At its core, your role is vital in harnessing young peoples' enthusiasm for a cause that matters to them, helping guide this passion and supporting them to develop the skills and confidence they need to shape their own futures.



"As a Programme Coordinator, you have the opportunity to use and develop a wide variety of skills - facilitation, partnerships, and project management! Each day is different, dynamic and fun!"

You can also check out a [Day in the Life of a PC](#) here!

Responsibilities

Programme Management (25%)

- Manage the logistics and organisation of the programme for a cluster of schools including: weekly in-school sessions, off-site events at a partner business and cross-school end of programme events
- Mitigate against attendance, retention, impact and partnership risks by working closely with the Impact Team and Regional Managers to identify risks and proactively seek solutions

Programme Delivery (35%)

- Work closely with link teachers in each school to ensure young people from our target population are recruited and retained on programme
- Plan, prepare and facilitate weekly sessions for each of your teams in line with our Essential Skills Framework and curriculum
- Ensure young people meet the programme objectives of developing skills, building confidence, and deepening their awareness of social action through high-quality delivery of the programme
- Co-facilitate at cross-school events with other members of your regional team

Partnerships & Stakeholder Management (25%)

- Manage the relationship with the link teacher in each school, developing an effective partnership where expectations are aligned and outcomes for young people are prioritised
- Manage the day-to-day relationship with a corporate partner for each team, providing effective engagement, communications and support.
- Recruit, support and train volunteer mentors to deliver high quality support on the programme, ensuring that they report high satisfaction ratings
- Develop high-quality reports for schools and businesses

Impact Management (15%)

- Collect timely data on attendance, retention, and skills development, in line with the data and impact management processes, and ensure that data is accurately entered onto the CRM system (Salesforce)
- Use data in real-time to support progress and success of young people on the programme
- Feed into the continuous improvement cycle, through contributions at fortnightly meetings and bi-annual programme reviews

Other

- Uphold Envision's values and be a role model for young people and volunteers
- Ensure that all activity is delivered in line with Envision policies and procedures

Person Specification

Experience, Knowledge, and Skills	Essential/ Desirable	Demonstrated In Application (A) Or Interview (I)
Experience of facilitating activities with young people – including preparing engaging sessions and adapting sessions to support the needs of young people in the room.	E	A & I
Experience of project management – highly organised, with the ability to manage your own time to meet deadlines	E	A & I
Experience of working on projects which have multiple stakeholders – communicating effectively through written and verbal communication	E	A & I
Experience of data handling – collecting and recording data in a timely manner using an online CRM system	D	A & I
Understanding of, and/ or lived experience of, the barriers that young people face , that contribute to the education and employment gap	D	I
Competencies and Values	Essential/ Desirable	Demonstrated In Application (A) Or Interview (I)
Commitment to Envision’s vision, mission and values and ability to work well in, and contribute to, our organisational culture	E	A & I
Communication: Ability to engage others through active listening, effective writing and speaking using tone, expression and gestures	E	I
Creativity: Developing ideas by considering different perspectives and using this to create solutions for problems	E	I
Teamwork: Working collaboratively and managing group discussions to reach shared decisions whilst understanding and respecting others' cultures, beliefs and experiences	E	I
Determination: Remaining flexible but resolute in your approach to reach your goals, and looking for opportunities in difficult situations	E	I

Employee Conditions and Benefits

Pension	All eligible employees will be automatically enrolled into the NEST Pensions scheme. 5% matching contribution.
Annual Leave	23 days plus bank holidays, plus 2 weeks paid leave over winter break. Annual leave allowance increases by one day per year up to 30 days
Volunteering Days	2 days per year
Flexible Hours	10am to 4pm are core hours. Office hours are 8am to 6pm
Summer Fridays	1pm finish on Fridays in July and August
Bike to Work Scheme	Up to £1000 limit
Enhanced Parental Leave	Maternity Leave/ Adoption Leave/ Shared Parental Leave- 13 weeks full pay, 13 weeks half pay, 13 weeks statutory pay Paternity Leave- 4 weeks full pay
Charity Mentoring Network	Opportunity for personal & professional development by mentoring another or being mentored by someone else.
Employee Eye Test	Envision will refund the cost of an annual eye test.
Charity Workers Discount	Receive savings and cashback on many personal purchases
Employee Assistance Programme	Access to wellbeing and mental health support through our Employee Assistance Programme
Extended Paid Leave	Once an employee has continually worked for Envision for 5 years, they are eligible for a 6-week block of paid additional leave.



"I love being able to witness the development of my young people throughout the programme. It's heartwarming to visibly see the difference you're making.

Being able to coach young people in their skills for their future and raise their aspirations is truly humbling, yet I get to learn from them equally in return."

Sarah,
Programme Coordinator (Bristol)

Application Process

Terms and Conditions

Remuneration:	£23,833 (+£1,833 London Weighting where applicable) This is equivalent to £26,000 per annum full-time.
Location:	London, Birmingham or Bristol This role requires regular travel across schools in your region alongside a weekly office day (normally Mondays)
Contract Type:	Permanent Term Time Contract- 35 hours a week for 48 weeks- August as leave Working 11 Months out of 12 with a salary split evenly over 12 monthly payments
Reporting to:	Delivery Manager or Senior Programme Coordinator

Recruitment Timetable

Schedule	Milestone
31 May (midnight)	Final closing date for applicants
16 June	First interviews (by Teams)
23 June	Final interviews (in person at a regional Envision office)

Application Process

Please apply through Charity Jobs

If you have any questions, please do not hesitate to contact us: vision@envision.org.uk

Please note:

- We will only be contacting candidates who have been shortlisted for interview. Therefore, if we do not contact you, please assume you have been unsuccessful.
- The safety and well-being of the young people we work with is paramount at Envision. Successful candidates will be subject to a full Enhanced DBS check and reference checks. All new staff must attend Safeguarding Training during their induction period, in line with Envision's Safeguarding and Child Protection Policy. Failure to complete internal Safeguarding Training may result in the role being withdrawn.

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