

Growth & Connection Coordinator

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| Job Title: | Part-Time Growth & Connection Coordinator |
| Location: | Remote. Our local groups are based in Frome, Bristol, Stroud and Hereford and so there may be some travel required. |
| Hours: | Flexible hours over 32 days over 12-16 weeks (flexible usage) |
| Salary: | £16 per hour / £128 per day / £4,096 over 32 days |
| Contract Type: | Fixed-Term contractor |



About JourneymanUK

JourneymanUK is a small but mighty charity. Our aim is to provide communities with the tools, training, and support to deliver mentoring programmes for teenage boys that have a proven positive impact. These programmes provide engaged male mentors who help boys transition to adulthood by building essential life skills such as confidence, resilience, and communication. You will be joining us in an exciting chapter of our growth with new leadership and recent funding to support a new vision.

Awareness of men's and boys' mental health is growing in the UK and beyond, and JourneymanUK plays a vital role in supporting teenage boys through mentorship. This is a chance to join a dynamic, engaged and energised organisation, make a real impact on the lives of teenage boys and engage with that wider movement too.

We have the potential for a contract extension and future ad-hoc work as we continue to expand and secure funding. If you're ready for a short, fixed-term but high-impact role where you can hit the ground running, this is for you. Check out our website at www.journeymanuk.org.

Job Purpose

As the Growth & Connection Coordinator you will lead the coordination of our flagship weekend event, a contemporary Rites of Passage Adventure (ROPA) for teenage boys. You will also support our local groups in delivering mentoring circles, day intensives and activity sessions. This role includes administrative, communication, and outreach responsibilities to ensure the smooth running of our programmes and effective engagement with young people, parents and carers, mentors, youth services, and other stakeholders.

One of our biggest challenges is recruiting teenage boys to our programmes. While we don't expect all candidates to have experience in recruiting young people to youth programmes, we do expect you to feel confident and proactive about tackling this challenge.

Key Responsibilities

Working closely and with and reporting directly to our CEO, your responsibilities will be to:

- Lead the coordination of ROPA and support local groups, ensuring logistics and planning are effectively managed while maintaining accurate records and administrative documentation.
- Develop proactive strategies for the recruitment of teenage boys, building on what we've learnt, and delivering on those strategies.
- Liaising with parents, carers, youth services as well as young people.
- Coordinate mentor support processes, including the recruitment and onboarding of new mentors and completing safeguarding procedures such as DBS checks.
- Ensure key policies and procedures are upheld.
- Assist in measuring and demonstrating programme impact.
- Contribute to communications, including social media, newsletters, and updates.
- Support fundraising initiatives, including drafting proposals and utilising our impact data.
- Play an active role in shaping a thriving team culture.

Person Specification

This role is both strategic and hands-on, suited for someone with a proactive and resourceful attitude while maintaining a thoughtful and empathetic approach to working with people. Although we anticipate that this role would be suited to someone with experience working with young people, in the youth sector or in the charity and voluntary sector, we are looking for the right person and are open to applications from everyone.

Essential Skills and Experience:

- Strong organisational and administrative skills.
- Excellent communication, interpersonal skills and emotional intelligence, skilled at building relationships with diverse groups and individuals.
- Ability to self-manage, prioritise among multiple responsibilities and work independently in a remote setting.
- End-to-end programme/project management experience.
- Experience recruiting for programmes, workshops, events, or similar - creating a strategy and executing it.
- An open, learning mindset, flexible, resilient, and adaptable to new challenges.
- Proficiency in Google/Microsoft Suite (Docs, Spreadsheets, etc.).
- Familiarity with online collaboration tools such as Zoom and Mural.

Desirable:

- Experience working with young people in the charity *and* voluntary sector.
- Community-building experience.
- An understanding of how AI tools might support this role.
- Fundraising or grant-writing experience.
- Technical skills in Adobe Suite or similar tools.
- Experience developing strategic partnerships.
- Social media and marketing experience.

Work Setup & Time Commitment

- Fully remote role – candidates must have their own computer and working setup.
- Fixed-term freelance contract of 32 days, to be used flexibly over 12-16 weeks starting mid-March or sooner.
- Estimated 20-25 days between 17th March and 27th April (leading up to ROPA 24th-27th April), with the remaining days used after then.

Application Process and What to Expect:

- Submit a CV with either a cover letter, video and voice note (see below).
- We'll be shortlisting candidates on a rolling basis so please apply early if possible.
- Applications close at 9am on Thursday 6th March.
- For more information, you can contact: Max Fyfe, Interim CEO on max@journeymanuk.org or 07814 303 456.
- Suitable candidates will be invited to a short initial interview on Thursday 13th and Friday 14th.
- Shortlisted candidates will be invited to a longer online interview with details of that to follow.

You Might Thrive in This Role If:

- Our organisation's purpose speaks to you, motivates you, and gives you hope.
- You're a real people person who embraces the challenges of working in the charity, voluntary and youth sectors.
- You have an open, learning mindset and always look for ways to develop.
- You want to join an organisation that will challenge you, help you grow, and give you the chance to build something meaningful.
- You can adapt to our changing landscape as we are in early stages of growth.

If You're Thinking of Applying:

We encourage everyone who is interested to apply. Take the leap! You might be the perfect person - even if you don't match 100% of the job description.

If you can't apply for whatever reason at this time but are still interested, please send us an email and we'll add you to our database for future opportunities.

We are committed to communicating and making hiring decisions as quickly as possible, respecting our candidates' time and effort. Our goal is to move successful candidates forward within two weeks of applying.

How to Apply

Send us an email and we'll add you to our database.

Email max@journeymanuk.org with:

- Confirmation that you can commit to our timeline.
- Confirmation that you have the right to work in the UK.
- A link to your LinkedIn page or website (if you have one).
- A link to your CV.
- A link to something else that demonstrates your skills.
 - This should exemplify why you're the right person for the job and we invite you to be as creative as you like with your answer to this. You could talk about you, an approach you'd take to the job, hone in on one of our challenges and what you'd bring to it or something else - just as long as it exemplifies why you're the right person for this role.
 - This could take whatever form you like. It could be a slide deck (3 slides max), mural page, graphic illustration, word document, video, voice note, a cover letter or something else. The only restriction is to please keep all copy and visual content to one side of A4 and all audio or video to 3 minutes or less.

If you have any questions, please feel free to get in touch.

We are committed to diversity and inclusion and welcome applications from all backgrounds. If you require any adjustments during the application process, please let us know.

'It is easier to build strong children than repair broken men' - Frederick Douglass

Good luck!