



# Programmes Coordinator - Events Lead

Salary: £27,000 per annum

Contract: Full time (37.5 hours pw) and Fixed Term (6 months)

Application closing date: 9am, Wednesday 6 November 2024

**Help inspire a new generation  
of active citizens**

## 1. About Young Citizens

Founded in 1989, Young Citizens is a national education charity working to enable more quality, inspiring, active citizenship education for children and young people in the UK. We operate as a crucial support system for young people and educators alike. Through a range of initiatives, including education programmes such as the Make a Difference Challenge and Experts in Schools, and immersive learning experiences such as the National Bar Mock Trials, Young Citizens actively engages over 500,000 children aged between five and 18 every year.

We believe that Britain's future depends on equipping the next generation with the skills, knowledge and confidence to participate actively in society. With democracy under pressure from many directions, our work has never been more important.

Our vision is a society where people are empowered to participate in and shape their communities and institutions for a more inclusive, accessible, and thriving democracy.

We help young people become active and engaged citizens, able to contribute positively to their communities – locally, nationally and globally.

Our mission is to provide inspiring learning experiences that light the spark of active citizenship for life. We offer a range of immersive programmes and inspiring resources that build their knowledge of how democracy works, their skills to engage with complex issues in society, and their confidence to participate. This education in turn empowers young people to shape their communities, institutions, and society, building habits for life.

### Young Citizens in numbers

**15+** Young Citizens staff based across the UK, with a headquarters in London

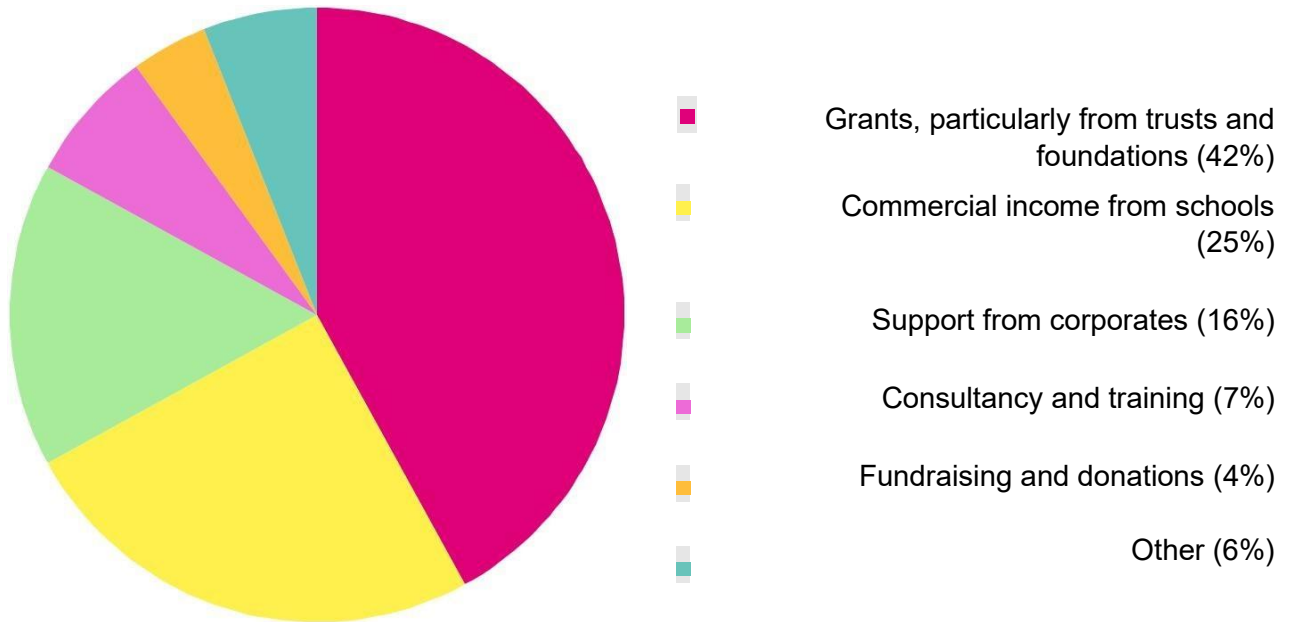
**1000+** professionals take part in our volunteering programmes annually

**6000+** schools use our resources each year

**500,000+** children and young people reached each year either through our training of their teachers, resources used in the classroom or our immersive programme

## Sources of income for Young Citizens

In 2010, around 60% of our income came from central government grants. Today, this has reduced to zero. We have diversified our income sources, as we develop a new business model.



Over the next few years we are aiming to further diversify our income sources, making our programmes and materials available to a wider group of young people who will become active citizens of the future. At the same time we want to engage more funders in supporting our work through financial and volunteering support.

Our most recent [Audited Accounts and Trustees Report](#) for 2022/23 can be downloaded from our website.

Our website [www.youngcitizens.org](http://www.youngcitizens.org) contains lots of information about the charity. This includes our new [‘Lighting the Spark’ five-year strategy](#) for empowering young people.

## 2. Job Description

**Job Title:** Programmes Coordinator – Events Lead

**Start date:** ASAP

**Salary:** £27,000 per annum

**Contract Type:** Full Time (37.5 hours per week). Temporary contract for 6 months (with potential to go permanent). Normal office hours are 9.00am to 5.30pm but this role will involve out of hours activity at weekends, particularly during particularly during the period when we deliver events (mainly November/December and March/April) and working away from the office and home.

**Responsible to:** Senior Education Manager

**Key working relationships:** Line Manager, Coordination Team, Communications Manager

**Location:** London, Brick Lane (E1 5LJ) – This is a hybrid working role, requiring office attendance a minimum of 2 days a week during non-delivery periods, and up to 3-4 days during event delivery months.

**Benefits:** In addition to joining a friendly, committed and supportive staff team, Young Citizens offers a generous employee benefits package including:

- enhanced employer pension contribution
- 28 days annual leave plus eight Bank Holidays
- paid volunteering leave
- employee assistance programme
- enhanced sickness and maternity policies
- hybrid and flexible working options
- season ticket loan
- an opportunity to make a real difference to help children and young people benefit from quality, inspiring citizenship education!

### Role Summary:

This is a new role that will help Young Citizens ensure that our portfolio of long-standing and newly developed educational programmes and events are of the highest quality for schools and young people across the UK. You will support the coordination team in delivering a series of events throughout the year, including our longest-running programme, the Bar Mock Trial Competition, which involves 22 events over six consecutive weeks in November. We work with schools, venues, and volunteers to provide inspiring learning experiences and programmes for children and young people.

You will contribute directly to our mission by leading the delivery of our school events programme. This includes responsibility for all aspects of event planning, delivery, and management, partner and volunteer development and management, audience development and evaluation, and events budgeting. This is a fantastic opportunity for someone passionate about event management and looking to make a real impact on thousands of young people by building their skills through immersive citizenship experiences.

The ideal candidate will be highly organised with demonstratable experience in planning and logistics of a large portfolio of events in different venues (including online delivery) within budget and have excellent communication skills.

You will excel in a dynamic environment, managing multiple events while upholding high standards of detail and meeting tight deadlines. If you are someone who thrives in a fast-paced, collaborative environment and enjoys seeing events come to life, we'd love to hear from you!

**Although this is a temporary role, there is potential for it to lead to a permanent position after six months.**

### **Responsibilities**

#### **1. Event logistics and coordination**

- Proactively ensure our educational events (both online and in person) are well-organised, run smoothly and efficiently
- Manage the logistics involved such as booking dates, venues, catering, travel and accommodation, printing event materials and ordering prizes and certificates etc
- Source, liaise with and manage external suppliers ensuring that the Charity receives best value for money and has the resources required to function efficiently
- Work within set budgets to deliver educational events
- Ensure that safeguarding and proactively managing risk is at the core of the event planning and delivery

#### **2. Volunteer, staff and freelance facilitator co-ordination**

- Support the Education Team to advertise, recruit and train a strong national network of freelance facilitators to support the delivery of events nationally
- Review, update and circulate materials, training, and support to staff, volunteers and freelance facilitators to ensure they are able to effectively support the programmes
- Gather, analyse and act on feedback from facilitators and attendees to ensure the programmes are delivered to the highest standard and continuously improving.

#### **3. Managing school and volunteer relationships**

- Build relationships with participating schools and teachers with the purpose of encouraging them to participate in the Mock Trials and other Young Citizens products and programmes.
- Provide support to teachers at participating schools to ensure they have all the information they need at the right points, to help ensure they have an excellent experience
- Administer new registrations and renewals ensuring that schools have access to resources, information and support and that the Finance team have the information necessary to process incoming payments and outgoing bursaries and that our CRM is up-to-date.

#### **4. General**

- Provide front-of-house administrative support to the Charity by answering phones and emails on a rota basis with other staff, as needed
- To uphold the charity's values as outlined on our website
- Any other duties that might be reasonably required to ensure an effective, positive team culture and charity success.

### 3. Person Specification

#### Essential Experience:

- A good standard of written English and numeracy skills
- Experience of coordinating events remotely and in person
- Experience of planning, organising and managing own workload with limited supervision
- Experience of working well in a small team across different areas of work

#### Essential Skills:

- Enjoys working at pace with high volumes
- Strong attention to detail
- Ability to build and maintain strong relationships with a variety of different people
- Strong IT skills (particularly Microsoft 365) and willingness to learn new programmes and platforms

#### Essential Aptitudes:

- Resilient and enjoys overcoming challenges, keeping a positive outlook
- An understanding of, and empathy with, the charity sector
- Willingness to put into practice the aims and values of Young Citizens

#### Desirable:

- Venue logistics and regional coordination
- Coordinating events with or for schools/educators
- Experience of using CRM systems
- Understanding of the UK education system (primary or secondary) and/or legal system

### 4. How to apply and key dates

To apply, send us your CV and cover letter explaining your interest in the role and demonstrating your capabilities in relation to the person specification (including an example outlining a time you have managed multiple events). This will give you the best possible chance to be shortlisted.

#### Please note:

- Applications submitted without a cover letter that addresses your interest and suitability in this specific job role with our charity will not be considered.
- Young Citizens welcomes applications from all suitably qualified candidates regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
- Young Citizens is committed to safeguarding and promoting the welfare of the children and young people that we work with and we expect all staff and volunteers to share this commitment.
- This job offer is subject to satisfactory references.
- We are not normally able to provide feedback on applications not progressed to interview stage.
- Candidates must have the existing right to work in the UK.

**The closing date for applications is 9am, Wednesday 6 November 2024.**

We will be reviewing applications and interviewing on an ongoing basis. We encourage early applications and the Charity reserve the right to end the application period sooner once a suitable candidate has been identified.

## **5. Questions?**

If you have any questions about the role, please get in touch with [RecruitmentHR@youngcitizens.org](mailto:RecruitmentHR@youngcitizens.org) with the subject 'Programmes Coordinator - Events Lead'