



PROJECT COORDINATOR ENGLAND

Applicant information pack

****They've inspired me to just aim high
up in the world and not to doubt myself****

Working Options student



WORK WITH US TO EMPOWER OTHERS

A message from our Chief Executive Sue Maskrey



At Working Options, we help young people to transform their career and life chances, and our ambition is to support everyone aged 14-19 in the UK. We are a dedicated and growing team, and with our network of volunteers and partners we deliver activities that help young people create a positive future for themselves.

Based on a successful pilot launch in Wales which has seen our team and volunteers support 10,000 young people in the first 12 months, we are taking a regional approach to scaling our work. In 2025 we plan to accelerate our impact in the Bedfordshire region, proactively serving schools within the county, as well as responding to need from schools across the rest of the UK.

In 2025 we aim to reach 90,000+ young people in person and 2.5 million+ online.

We are proud of the **impact** our small, dedicated team has on individuals and society, and we can only achieve this success with committed volunteers and school partners who value the services we offer.

Our Programme Team is highly skilled at developing and maintaining relationships with both sets of stakeholders, as well as listening and responding to the needs of young people.

Working from home across different parts of England and Wales with occasional in-person team meet-ups, delivery of events, and meetings with schools, funders and volunteers, our team has high expectations of each other. We value the individual contributions each of our colleagues make to our success, and we work hard to help young people achieve positive outcomes.

If you like the sound of this environment, we would love to hear from you.

Good luck with your application!

Sue Maskrey
Chief Executive



ABOUT

WORKING OPTIONS

Working Options is an innovative charity providing opportunities for young people to fulfil their potential. We have a start-up approach, and we work flexibly, focusing on outcomes and results. Our remote/hybrid work enables our organisation to remain accessible to those with family commitments as well as those in rural areas.

We have a big ambition to reach all young people in the UK with engaging digital content, in-school industry talks, business-based taster days, and access to work experience and paid internships. Having big-name supporters such as Google, Salesforce and BBC, as well as our wider range of partners across industries means that our goals are within reach.

The next three years from 2025 will be critical in achieving our ambition. An important part of this will be growing our national network of schools, and supporting volunteers to deliver high-impact sessions and activities.





ABOUT THE ROLE

Crucial to the success of our work, the Project Coordinator will be responsible for connecting volunteers with schools, and supporting them to deliver impactful and inspiring talks, working closely with experienced colleagues online and meeting in-person every month. On top of the core requirements of this role, there are opportunities to carve out a specialism for yourself within the team. We welcome new ideas, and we are looking for someone who thrives in an entrepreneurial environment.

Home-based and flexible on location, this role will see you working closely with a talented and passionate team and will give you access to our trustees: successful businesspeople and entrepreneurs who are passionate about helping young people to succeed in the world of work.

Everyone is welcome to apply for our roles, and we are determined to ensure that no applicant or employee receives less favourable treatment because of gender race, disability, sexual orientation, religion, belief, age, marital status, background, pregnancy, or caring responsibilities. We recognise the importance of diversity of thought and are fully committed to embracing the talents of people who are autistic, dyslexic, ADHD, and/or neurodivergent in other ways.





ROLE

DESCRIPTION

Salary	£24,570-28,000
Annual leave	25 days plus 8 bank holiday days
Reports to	Head of Programme
Hours	Full-time, but can be flexible for the right candidate
Contract	Permanent
Place of work	Home-based, with travel to London and other UK locations for meetings and events
Benefits	Flexible working with work from home as standard Career mentoring Professional development budget Laptop Reasonable travel expenses reimbursed

A member of the Programme Team, you will play a key role in our success by supporting day-to-day delivery of our work. The focus of this role is on building and maintaining excellent relationships with two of our main stakeholders: volunteers and schools.

We are looking for someone who is an excellent relationship builder, asking open questions of volunteers and educators, seeking to understand where they would value our support, and delivering that support in a timely manner.

Our experienced programme team will provide you with training, templates, and crib sheets, all of which are regularly reviewed and improved based on feedback from young people, volunteers, and educators.



Main activities

GROWING OUR SCHOOL NETWORK

You will work closely with the rest of the Programme Team to plan how we best bring on board new schools (with an initial focus on Bedfordshire) and reach out to them to establish connections. Growing demand from schools means we also need to expand our network of volunteers from a range of industries, through attending in-person and online networking events and through social media platforms.

BUILDING EXCELLENT RELATIONSHIPS

Once established, connections with educational settings need to be nurtured, and based on your understanding of each educational setting's support needs, you will match them with available opportunities and volunteers.

You will onboard new volunteers through one-to-one briefing calls, taking time to understand their strengths, interests, and volunteering preferences, and accurately recording them. You will promptly follow up with volunteering opportunities that suit their interests, along with offers of support, advice, and useful resources along the way. You will take care to thank volunteers after every session they deliver and provide them with feedback.

SEEKING FEEDBACK

Everyone involved in each activity can feedback to us, and your role will be to ensure all involved have access to survey links, and that we collate and interpret this information at the end of each school term.

You may also be invited to join some of our Advisory Board meetings and focus groups, to hear directly from schools, young people, and volunteers and to take forward some of their ideas. We are also very interested in your own feedback on our delivery, so this role will also require you to have a critical eye, suggesting improvements to our work.

KEEPING RECORDS AND SHARING INFORMATION

Our Customer Relationship Management (CRM) system is central to our personalised support for volunteers and schools. You will update the system and other internal records accurately and promptly so that colleagues can access information when you're away from your desk. You will also help to gather information for our monthly reports to the Chief Executive and trustees.

GENERAL SUPPORT

We regularly deliver in-person events for young people and businesses, and your attendance and support in the delivery of these will be crucial. In addition to England Programme Team monthly team meetings, we meet as a wider team in-person. These meetings are currently held in London and occur four times a year (subject to change).

DEVELOPING YOUR SKILLS

We have an annual appraisal process including 360 feedback from colleagues and setting operational and personal objectives. You will participate in this process, actively exploring and taking up opportunities for your own development and giving feedback for colleagues.

* Person specification

We are looking for someone who:


- Has a passion for our cause.
- Is fully committed to equality, diversity, and inclusion.
- Is self-motivated.
- Has excellent attention to detail.
- Can juggle multiple priorities, sticking to deadlines and flagging when priorities need reviewing.
- Has a flair for developing great relationships, particularly with schools and colleges.
- Is proactive and tenacious, able to seek out new opportunities and remain resilient.
- Is creative and likes coming up with new ideas.
- Is ambitious for themselves and for the charity.
- Has high computer literacy.

While we don't specify this in our person specification, we are particularly interested to hear from applicants who have experienced some of the challenges that young people across the UK face today.




* What people say

ADRIANA


 *As a student, I didn't think I could succeed in life. I felt too far removed from what corporate professionals are doing. Hearing from professionals and seeing what they do is amazing. Now, I know what I want to do in the future and how to get there.'*

OUR VOLUNTEERS

 *What was again made clear to me today, is that children and young people need us not to give up on them. They need us to inform them that they have options for their futures, and give them examples of what these futures could look like (even when they perhaps think they don't need to listen) '*

OUR PARTNERS

GP Bullhound supports Working Options by volunteering in schools to inspire young people and hosting fundraising activities that help drive our mission forward.

 *Through our partnership we are not only investing in the future of young people, but also improving the prospects for businesses by cultivating a well-prepared and motivated workforce. Together, we are fostering growth, innovation, and a brighter future for all'*

accenture

AVIVA

BBC

EQUISTONE

erevena

GP.Bullhound

Google.org

GSR

hoop recruitment

INDEX

itv

MarshMcLennan

NEWTON

octopus ventures

PAI PARTNERS

PARTNERS

R&T

SACLA
est. 1939

salesforce

ST-PIERRE
Group

* How to apply

Please complete our application process on Charity Jobs, [via this link](#), by midnight on 23 March 2025.

If you are shortlisted for the role, you will be invited to a virtual interview with two members of staff. We usually take forward two candidates for an in-person second interview, reasonable travel expenses will be reimbursed for this.

We understand the use of AI in helping to edit applications. As a tool we use it in our daily working lives. However, we celebrate the uniqueness of your answers and would never suggest asking it to write them for you.

Online first interview 4 April.

In person second interview 10 April.

A photograph of a busy event space. In the foreground, several people are seen from behind, some wearing lanyards. In the background, a large digital display shows the text "WELCOME TO THE FUTURE OF WORK" in large blue letters, with "Thank you for joining us today" below it. The display also features colorful silhouettes of people's heads. The scene is brightly lit, suggesting an indoor event or exhibition.

**WELCOME TO
THE FUTURE OF WORK**
Thank you for joining us today