



PROJECT

COORDINATOR

Applicant information pack

****Working Options has the power
to change the lives of students****

Working Options student, 2024



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. With our network of volunteers and partners, our growing team delivers activities that help young people create a positive future for themselves.

Our talented team and experienced and connected trustees are dedicated to making a difference. Our organisation is all about:

INCLUSIVITY

We believe in supporting everyone to achieve, regardless of background, and in delivering targeted work in communities with fewer opportunities.

TRYING NEW THINGS

Being a small team means there is plenty of opportunity to trial new ideas and think creatively.

HIGH EXPECTATIONS

We have high expectations for everyone we work with, and about what young people can achieve.

REAL OPPORTUNITIES

We offer young people inspiration and tangible chances to grab hold of.

LISTENING

Our Advisory Boards of students, volunteers, and teachers help us to come up with new ideas to ensure we remain relevant.

BEING AMBITIOUS

Having big ambitions is liberating, and empowering.

Don't take my word for it. Here's a recent [testimonial from one of our young people](#):

✳️ Everyone is treated as equal, and it is truly empowering to be part of a charity that values student input and involves us in decisions that directly affect our lives. ✳️

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 2024 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	£23,000-25,000
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
Benefits	Flexible working with work from home as standard Career mentoring Personal training budget

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 teachers, 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 and reach out to them to establish connections. Growing demand from schools means we will also need to further expand our national network of volunteers from a range of industries.

BUILDING EXCELLENT RELATIONSHIPS

Once established, connections with schools need to be nurtured, and based on your understanding of each school'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.

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, to hear directly from schools, young people, and volunteers and to take forward some of the ideas they generate.

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 you will support us in the delivery of these. We also hold monthly in-person team meetings, where we meet for a full day as a team to work through priorities together, interact with our trustees, and learn from external speakers.

DEVELOPING YOUR SKILLS

We have an appraisal process which includes 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.



* How to apply

Please complete our application process on Charity Jobs, [via this link](#), by midnight on Sunday 23 June 2024.

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 3 July 2024. In person second interview 10 July 2024.

A photograph of a busy event space, likely a recruitment fair or conference. In the foreground, several people are seen from behind, engaged in conversations. A large digital display in the background shows the text "WELCOME TO THE FUTURE OF WORK" in bold blue letters, with "Thank you for joining us today" below it in a smaller font. The display also features colorful, stylized silhouettes of people's heads in various colors (orange, yellow, green, blue, purple).

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