



PROJECT COORDINATOR WALES

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



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.

Our team has been building a movement of support for young people across Wales for the last 12 months, having a significant impact on their life chances and working towards the aim of inspiring every young person in the country. We have already reached 12,000 students in-person and we are looking for a colleague to help us connect many more young people with opportunities to succeed.

We have kick-started a powerful network of businesses and ambassadors, with which we are already reaching a quarter of all Welsh state secondary schools and colleges.

Our flexible approach has shaped our progress to date; our team quickly understands and adapts to the individuals' needs, solving problems for stakeholders and creating tangible value for them as we grow our programme.

In 2025 in Wales we aim to reach 13,000 more young people.

We are proud of the impact our volunteers have on individuals and communities, and we can only achieve this success by supporting our volunteers to deliver high quality talks and workshops, and providing a first class service for schools who allow us to access their students. 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 Wales with occasional in-person team meet-ups, delivery of events, and meetings with schools and volunteers, our team has high expectations of each other and work closely together to achieve success. We value the individual contributions of our colleagues, 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



ABOUT

WORKING OPTIONS

Working Options is an innovative charity providing crucial 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 aim to reach all young people in the UK with engaging digital content, in-school talks from industry volunteers, business challenges, business-based taster days, and access to work experience and internships. Our big-name supporters such as Google, Salesforce, BBC, and Aviva, as well as our range of partners across industry means that our goals are within reach.

Our significant new initiative in Wales aims to remove barriers to social mobility, reaching all young people in secondary schools in Wales with inspiration, information, and opportunities. An important part of this work is to build our national network of schools, and to support volunteers to deliver high-impact sessions and activities.





ABOUT THE ROLE

Working closely with the Project Manager and Project Coordinator for Wales, you will be responsible for securing and onboarding schools and volunteers for our work, booking and supporting session delivery, and monitoring and reporting progress against our objectives. You will also work with the wider team to deliver in-person events across Wales.

You will be critical in sourcing and supporting our volunteers to deliver impactful and inspiring talks in educational settings across the country, so it is important that you have knowledge of the Welsh education system and are open to developing local knowledge of schools and the challenges they face.

Home-based in Wales, 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. The team in Wales will grow as we scale and will be closely connected to colleagues focusing on delivery in England, through our experienced Head of Programme.

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	Project Manager for Wales
Hours	Full-time, but can be flexible for the right candidate
Contract	Permanent
Place of work	Home based with travel to UK locations for meetings
Benefits	Flexible working with work from home as standard Career mentoring Personal development budget Laptop Reasonable travel expenses reimbursed

As 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 NETWORK OF SCHOOLS & VOLUNTEERS

You will work closely with the Project Manager and Head of Programme to plan how we best bring on board new schools in Wales and reach out to them to establish connections. We also need to expand our network of volunteers across Wales and 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

We are committed to being impact-driven and responsive to student, school, and volunteer needs. You will ensure the distribution and completion of surveys and support the team to collate and interpret data collected.

You will 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 the ideas they generate. We are also very interested in your own feedback on our delivery, so this role will 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. We hold monthly in-person team meetings in Wales, where we meet for a half day as a team to work through priorities together, interact with our Trustees, and learn from external speakers. In addition to the Wales 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 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.

DESIRABLE:

- Experience within educational settings or working with young people in Wales.
- The ability to communicate in the medium of Welsh.

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 Wales face today.



* How to apply

Please complete our application process on Charity Jobs by midnight on 11 May 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.

20 May, online first interview.

27 May, second interview in person.

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. The application process is designed to help us get a feel for you; your tone of voice, thoughts, opinions and ideas. We kindly request that you do not use AI to write your answers so that we are able to get to know you through your application form.

